

Attachment 17

Union Elementary School District Professional Staff Application form

UNION ELEMENTARY SCHOOL DISTRICT No. 62

3834 South 91st Ave. ◊ Tolleson, Arizona 85353

(623) 478-5005 ♦ Fax (623) 623-478-5006

PROFESSIONAL STAFF APPLICATION

Please print in black or blue ink or use a typewriter. This application is part of the examination procedure. Incomplete information may affect your eligibility for employment. No question on this application should be answered in such a manner as to disclose race, color, creed, national origin, ancestry, age, marital status, sex, or the existence of any physical or mental condition unrelated to the performance of the position for which you are applying.

Date: _____ Social Security Number: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone: () _____ () _____ () _____
Home Office Cell/Message

How long at the above address?: _____ (If less than one year, give previous address.)

Previous Address: _____
Street City State Zip

If Arizona resident, how long have you lived in Arizona?: _____

☐ **TEACHER ELEMENTARY (K – 6)** List in the order of preference: 1. _____ 2. _____ 3. _____

☐ **TEACHER ELEMENTARY (7 – 8)** List in the order of preference: 1. _____ 2. _____ 3. _____

☐ **SPEECH PATHOLOGIST** ☐ **COUNSELOR** ☐ **PSYCHOLOGIST** ☐ **OTHER** _____

☐ **SUBSTITUTE TEACHER:** (Check the areas/grade level(s) you wish to substitute in.)

☐ Elementary (K-6) ☐ Grades 7-8 ☐ Math ☐ Music ☐ Physical Education ☐ Alternative Classroom

***** DAYS YOU *WILL NOT BE AVAILABLE TO SUBSTITUTE*: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday *****

FOR OFFICE OF HUMAN RESOURCES USE ONLY

DATE OF REVIEW:	COMMENTS:	DATE RECEIVED IN HR
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

► **AN EQUAL OPPORTUNITY EMPLOYER** ◀

CERTIFICATION

1. What Arizona certificate(s) do you hold (type of certificate: Elementary, Secondary, Vocational, etc.)?

Certificates **Date issued** **Expiration Date** **Endorsements**

2. If you do not hold an Arizona certificate, for which certificate are you eligible as informed by the Arizona Department of Certification?

EDUCATION

College or University	Date of Attendance	Major	Minor	Degree Earned	Date Earned

AN OFFICIAL COLLEGE TRANSCRIPT IS REQUIRED BEFORE CONSIDERATION CAN BE GIVEN TO YOUR EMPLOYMENT. IT SHOULD INCLUDE ALL COURSES COMPLETED AT THE TIME OF THIS APPLICATION.

Total Semester Graduate Hours: Beyond B.A. Degree Beyond M.A. Degree

Grade Point Averages: (Undergraduate) (Graduate)

STUDENT TEACHING/INTERNSHIP

School	Cooperating Teacher/Supervisor	Location	Subject/Grade Taught	Dates

Do you speak a language other than English fluently? ☐ NO ☐ YES If yes, which language(s)?

What honors have you received?

List Professional activities, interest, organizations and extent of participation:

Describe any special abilities/talents or experience (e.g. coaching, sports, drama, Music, special training, other):

REFERENCES

Teachers who have previous teaching and/or administrative experience are expected to list school administrators under whose supervision they have worked. Beginning teachers will please list references qualified to give information demonstrating your fitness for the position you are seeking.

NAME	ADDRESS	OCCUPATION	PHONE #	YEARS

EMPLOYMENT EXPERIENCE

IMPORTANT: Do not indicate "See Resume." List your most recent employment or related volunteer experience first. Be sure to list each change in title separately, even though with the same employer. Fill in all spaces. Be accurate and complete. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached, but this section must be completed. Include military service if occurring within this period.

Company Name:		Duties:
Company Address:		
Company Phone Number:		
Kind of Business:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

Company Name:		Duties:
Company Address:		
Company Phone Number:		
Kind of Business:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

Company Name:		Duties:
Company Address:		
Company Phone Number:		
Kind of Business:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

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Company Address:		
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Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

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EMPLOYMENT EXPERIENCE

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Company Phone Number:		
Kind of Business:		
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	Reason for Leaving:
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

Company Name:		Duties:
Company Address:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Company Phone Number:		
Kind of Business:		
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	Reason for Leaving:
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

Company Name:		Duties:
Company Address:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Company Phone Number:		
Kind of Business:		
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	Reason for Leaving:
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

Company Name:		Duties:
Company Address:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Company Phone Number:		
Kind of Business:		
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	Reason for Leaving:
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

Would you be able to perform the duties of the position for which you are applying? ☐ NO ☐ YES If no, please explain: _____

Do you have a valid Arizona Driver License? ☐ NO ☐ YES Type: _____

When will you be available?: _____

Have you ever been asked to resign from a position? ☐ NO ☐ YES If yes, please explain: _____

Have you ever been dismissed from a position? ☐ NO ☐ YES If yes, please explain: _____

We may contact your former or current employer(s). Please list the names of individuals you **DO NOT** want us to contact and why: _____

"YES" answers to the following five (5) questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been arrested for, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "YES", you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s). ☐ YES ☐ NO If yes, please explain: _____
2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES", you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.
☐ YES ☐ NO If yes, please explain: _____
3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES", you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.
☐ YES ☐ NO If yes, please explain: _____
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES", you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you. ☐ YES ☐ NO If yes, please explain: _____
5. Have you ever been arrested for a dangerous crime against children as defined in A.R.S. §13-604.01? ☐ YES ☐ NO
If "YES", you must provide details below, including date of conviction, court where convicted, sentence imposed and present status of conviction. _____

READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION

Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) if any information is omitted from or not filled in on this application, or if any false information is furnished, the District will reject my application; (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the District, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

Signature of Applicant

Date

Union Elementary School District No. 62

ETHNIC BACKGROUND FORM

The Union Elementary School District No. 62 is an Equal Opportunity/Affirmative Action Employer (EEOC) and attempts to be completely unbiased and fair in its employment practices. For this reason, we have eliminated any mention of race, national origin, or sex on the application forms. However, our Affirmative Action Plan requires that we keep a separate record to insure that female and/or ethnic minority applicants receive full consideration for all position openings. From this standpoint, it would be helpful to us if you indicate below your race, sex, etc.

THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND WILL NOT BE FILED WITH OR MADE A PART OF YOUR APPLICATION.

SPECIFY POSITION APPLIED FOR:

(i.e. Teacher, Clerk, Custodian, etc.)

RACE

SEX

☐ American Indian

☐ Male

☐ Asian

☐ Female

☐ Black

☐ Caucasian

☐ Hispanic (Includes persons of Mexican, Puerto Rico,
Latin American or other Hispanic Origins.)

☐ Other

PLEASE PRINT YOUR NAME:

(Last)

(First)

(M. I.)

SIGNATURE:

DATE:

Attachment 18

Union Elementary School District 2007-2008 Professional Staff Handbook (Certified & Exempt)



Union Elementary School District

*3834 South 91st Ave * Tolleson, AZ 85353 * (623) 478-5005* FAX (623) 478-5006*



2007-2008

PROFESSIONAL STAFF

HANDBOOK

(CERTIFIED & EXEMPT)

*Please sign and send to the Office of Human Resources
By September 14, 2007*

ACKNOWLEDGMENT OF RECEIPT

I have received and read the Union Elementary School District #62 2007-2008 Professional (Certified) Handbook.

I agree to comply with the policies set forth in the Handbook as a condition of my continued employment with the District.

I UNDERSTAND AND AGREE THAT THE 2007-2008 PROFESSIONAL (CERTIFIED) HANDBOOK AND ANY OTHER SCHOOL DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT.

Employee

Date

July 2007

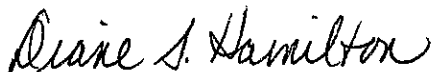
Dear Faculty and Staff:

Welcome back to an exciting new school year. This year marks another school year of difficult to predict student growth and the ongoing improvement in the outstanding education provided by the Union Elementary School district. We welcome Dos Rios elementary as our third and newest addition to the district. Working together as a team I know we can meet the challenges "head on" and continue to strive for success for our students.

This handbook will help to familiarize you with basic information about the District and services that are available to you. Please understand that this handbook is intended to provide you with some guidance about your employment at Union Elementary School District, it is also important to understand what this handbook is not intended to do. **THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.**

Please sign and return the Acknowledgment of Receipt to the Office of Human Resources after reviewing this handbook.

Sincerely,

A handwritten signature in cursive script that reads "Diane S. Hamilton".

Dr. Diane S. Hamilton
Chief Education Officer

Union Elementary School District #17

MISSION STATEMENT

The mission of the Union Elementary School District is to provide a stimulating environment which fosters a love of learning, promotes independent learners, produces responsible citizens and interacts with the community to develop each child's potential and self-esteem.

Union Elementary School District #62

2007-2008 Calendar

180 School Days Total

JULY
0 School Days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST
15 School Days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER
19 School Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER
18 School Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER
19 School Days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER
13 School Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY
18 School Days

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY
19 School Days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH
16 School Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL
22 School Days

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY
21 School Days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE
0 School Days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August

- 6 Staff Returns (Opening Mtg.)
- 13 School Begins

September

- 3 Labor Day (No School)
- 7 Progress Reports

October

- 3 End of 1st Grading Period
- 4-5 Report Cards
- 8-12 ½ Days for P/T Conferences
- 8-12 Fall Recess

November

- 12 Veterans' Day (No School)
- 16 Progress Reports
- 22-23 Thanksgiving Recess

December

- 19 End of 2nd Grading Period
- Report Cards
- 20-31 Winter Recess

January

- 1-4 Winter Recess
- 21 Martin Luther King Day (No School)

February

- 6 Staff Inservice Day (No School - Students)
- 8 Progress Reports
- 18 Presidents' Day (No School)

March


- 19 End of 3rd Grading Period
- 20-21 Report Cards
- ½ Days for P/T Conferences
- 24-28 Spring Break


April


- 7-18 AIMS Testing Window
- 25 Progress Reports

May

- 26 Memorial Day
- 30 ½ Day - Last Day School (Students and Teachers)
- Final Report Cards

 = No School

 = ½ Day School

 = Grade Reports

THE GOVERNING BOARD

Mr. Luis A. Sanchez, Member

Mr. Delson B. Sunn, Member

Mr. Peter S. Davis, Receiver

DISTRICT ADMINISTRATION

Dr. Diane S. Hamilton, Chief Education Officer

Mr. Juan M. Ceja, Director of Human Resources

Mr. Adrian Hernandez, Director of Capital Resources

Ms. Kim Glenn, Director of Special Education

Ms. Kendell Paty, Director of Food Services

Ms. Susan Sonnichsen, Director of Health Services

Union Elementary School District #62

2007-2008 Professional Staff (Certified) Handbook

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ABSENCES

Any teacher who will be absent from school must provide notice as soon as possible by calling or using the internet. The District utilizes the AESOP absence and sub calling system to track employee attendance and for securing substitutes. You are required to state the reason for your absence.

AESOP
Absence Line:
1-800-942-3767 or
www.aesoponline.com
(Please call prior to 6:00 a.m.)

In order to allow sufficient time to obtain Substitute Teachers, calls should be received prior to 6:00 a.m.

CLEAR AND PRECISE LESSON PLANS ARE VITAL TO THE SUCCESS OF THE CLASSROOM IN THE TEACHER'S ABSENCE. TEACHERS WILL LEAVE THEIR PLANS VISIBLE FOR THE SUBSTITUTE IN THE CLASSROOM OR THEY CAN BE UPLOADED TO THE AESOP SYSTEM VIA THE INTERNET.

Teachers returning to school from an absence will report to the Principal's Office and fill out an attendance verification form.

CASH IN SCHOOL BUILDINGS

All cash, including money collected from students, must be submitted to the School Office with properly completed deposit forms. All cash will be held in the Principal's office safe and forwarded to the Business Office on a **weekly** basis for deposit.

CERTIFICATION

All certified employees are responsible for maintaining a valid Arizona certification, endorsements and licenses appropriate to their assignment and are obligated to become "highly qualified" in all core academic subjects taught by the start of the 2007-2008 school year. All certified employees are also required to maintain a valid class 1 fingerprint card issued by the Arizona Department of Public Safety. Failure to maintain valid certification and fingerprint card may affect employment and pay status.

CHILD ABUSE / CHILD PROTECTION

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to

the Child Protective Services (CPS) of the Department of Economic Security (DES), except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

CLASS PARTIES

Room parties may be held before Winter Recess, on Valentine's Day and on the last day of school. All room parties will be held during the last period of the day. Birthday parties are not permitted.

COMMUNICABLE DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return, in accordance with A. R. S. § 36-629 and A. R. S. §36-629.01. Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the School District. A student suffering from a communicable disease shall be excluded from school to protect his own welfare and also to protect other children from illnesses. Early recognition of a communicable disease is of prime importance. The Administrator or County Health Director shall make the decision for exclusion and re-admission.

Pediculosis (Lice Infestation)

Students with Pediculosis shall be excluded from school until treatment specific for Pediculosis has been initiated.

Acquired Immune Deficiency Syndrome (AIDS)

Human Immunodeficiency Virus Infections (HIV)

Students ill with HIV or Acquired Immune Deficiency Syndrome (AIDS) have a right to receive a public education. The Governing Board also recognizes that it has a responsibility to assure that the school provides a safe environment for all of its students and employees.

DANCES

Dances may be allowed for Grades 7 and 8. The dates, times, attire, etc. of these dances will be at the discretion of the Principal. Parent chaperones are encouraged for all dances. **Teacher chaperones will always be present.** Parents who cannot chaperone are encouraged to pick up their child at the door at the end of the dance.

DRESS CODE

As indicated in the Staff Conduct Policy, all staff members will dress professionally and maintain a general appearance so as to reflect their position and not be detrimental to the educational program of the school. In order to be a good role model for students, staff members should follow the same rules and regulations as the students as far as items that are not acceptable to be worn to school. For example: shorts/skorts are not considered acceptable attire for teachers unless they are being worn in conjunction with a special activity or field trip. Additional dress code regulations may be implemented at the school sites by the building Principals.

EMERGENCY ACCIDENTS / ILLNESS

Please report any serious illnesses, especially those that are thought to be communicable, to the School Nurse. Students who become ill during the day are to report to the School Office with a pass from the teacher. STUDENTS ARE NOT TO LEAVE THE SCHOOL GROUNDS WITHOUT PARENTAL AND SCHOOL OFFICE PERMISSION. **All accidents must be reported to the Nurse's Office!!!**

In the event a District employee is injured on the job, the injury must be reported to the Supervisor. A **Supervisor's Report of Industrial Injury** will be completed and signed by the supervisor. A copy of the report will go with the injured employee to the medical facility. Injured employees should go for treatment to:

Concentra Medical Center
5340 W. Buckeye Rd. Ste 3
Phoenix, Arizona 85043
M-F 6 a.m. – 10 p.m.
(602) 233-2117

Employees are required to return to work with instructions from the **Concentra** doctor regarding fitness for duty.

EMERGENCY DATA

Each employee is required to inform Human Resources and the School Office of the name, telephone number and address of the person to be notified in the event of an emergency.

It is the responsibility of each employee to keep emergency and residential information up-to-date with Human Resources and the School Office

EQUAL OPPORTUNITY EMPLOYMENT

Discrimination against any individual for reasons of race, color, religion, sex, age, national origin, and handicap is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

EVALUATION OF PROFESSIONAL STAFF

(See appropriate Evaluation Handbook for details.)

EXPENSE REIMBURSEMENT

District Authorized Travel: School employees who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of support receipts **(provided that prior authorization has been granted by the Chief Education Officer or the Chief Education Officer's designee.)**

Overnight Trips: Prior Board approval is required from the District for all overnight trips and all trips of more than 100 miles one-way. If there is no cost involved, other than the use of District vehicle, the Chief Educational Officer may approve such trips. ***In an emergency, the Chief Educational Officer may approve these trips if it is determined that the trips are required for the efficient operation of the District.*** This authority is generally limited to travel by members of the Administrative Staff. Reimbursement amounts shall not exceed the maximum accounts established pursuant to A.R.S. §38-624(c).

EXTRACURRICULAR PROGRAMS

All interscholastic activities that are:

1. Of a competitive nature and involve more than one school where a championship, winner, or rating is determined, and
2. Endeavors for which no credit is earned in meeting graduation or promotional requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure time interests, wholesome recreational and social activity, and an opportunity to develop skills in

democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order to prevent enthusiastic students from placing social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- A student who, upon having work checked for a two-week period, shows that he is not working to his capacity and has a failing grade(s), will be removed from an athletic team or extracurricular activity for a period of two weeks. After the student improves his grade(s), he/she shall be reinstated to the team or extracurricular activity for the following two-week period unless ineligible for some reason other than academic performance. If removed from an athletic team, the student will be allowed to practice with the team, but will not be allowed to dress out or play in a scheduled game.
- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled.
- The courses in which a student must receive a passing grade, in order to be eligible, shall be part of a program leading to graduation or promotion consistent with State Statutes, State Board rules, and local District policy.
- The responsibility for enforcement of the above rule rests with the Chief Educational Officer or designee.

The student and the parents or guardian shall be notified in a confidential manner when:

- ◆ Ineligibility is pending.
- ◆ Ineligibility is determined to be necessary.
- ◆ Support services shall be made available to students who become ineligible for Extracurricular Programs, as well as, to students notified.

Any student whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as his behavior warrants reinstatement by School Administration. The same general standards shall apply for Special Education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective student's Individual Education Program.

FIELD TRIPS

For fieldtrip procedures please see the school building principal.

HAZARDOUS CHEMICALS

In order to maintain compliance with federal laws regarding the use of hazardous chemicals, District Staff is discouraged from bringing cleaning products of any kind to school. Anyone needing cleaning products should contact the school Custodian, Principal, or the Director of Capital Operations. When purchasing any kind of adhesive, cleaner, paint, or stain materials, a Material Safety Data Sheet (MSDS) for the product should be picked up from the vendor at the time of purchase. The MSDS should be given to the Principal.

HEALTH INSURANCE

The District will provide group insurance coverage with a Major Medical insurance plan, dental plan, vision plan, and a Life and Accidental Death and Dismemberment provision for each eligible employee. Premiums for these benefits will be paid for by the District. Employees become eligible for this benefit on the first day of the month following their hire date if all appropriate enrollment forms are submitted to the Office of Human Resources otherwise, insurance may begin later. Short-term disability insurance participants become active on the first day of the month following their hire date. Upon termination of employment, group insurance coverage will cease at the end of the same month.

Employees who wish to have their spouse and/ or children covered by any of the above referenced insurance plans (with the exception of short-term disability) may apply at the time of the employee's initial enrollment or at the annual Open Enrollment period. The **premium payment for insurance coverage for dependents will be paid by the employee through payroll deductions.** Dependents include the spouse and any unmarried children up to age 19. Unmarried dependent children, who are full-time students in a college or university, and taking a minimum of 12 credit hours, are considered eligible dependents up to age 23.

COBRA

Participating employees who take a Leave-of-Absence or terminate employment may continue to participate in the district health care program for a period of 18 months through COBRA. The employee must assume personal responsibility for the payment of all premiums.

HOME VISITS

The District strongly encourages teachers to involve parents in the child's education through home visits, conferences, telephone contacts, classroom volunteers, and written communications. All home visits and telephone contacts should be documented in writing and kept in the teacher's working files.

HOMEWORK

The District encourages meaningful homework on a regular basis. The specific homework guidelines encouraged are as follows:

Homework Guidelines

- Homework should be used to reinforce skills previously taught, to work on research (independent study) and special projects, and to encourage appropriate activities that promote thinking skills.
- Homework should be given at the appropriate, independent practice level so that the student is able to successfully complete the assignment.
- The purpose of every homework assignment should be clearly established. Clear and specific directions should accompany each assignment.
- Homework should be individualized when appropriate. Time requirements should be considered and followed.

- Homework should be regularly assigned, promptly returned, and regularly collected to develop good homework habits.
- Homework evaluation and feedback to students is of critical importance. A variety of methods should be used to achieve this goal.
- To encourage parental involvement and support, parents need to be informed about homework procedures, time guidelines, specific assignments, and student accountability.
- To encourage student responsibility, the student needs to note the specific assignment, understand the directions, take home the necessary materials, plan time to complete the homework, and return the assignments on time. Late homework will not be accepted except in cases of excused absences.

Suggested Time Spent for Homework

As long as it is consistent within each grade level, teachers at each grade level may agree to vary these times.

- Grades K-3: 15 to 45 minutes, two to four times per week.
- Grades 4-8: 45 to 60 minutes, four times per week.

Responsibility of the Teacher

The teacher communicates to students and parents all homework goals and expectations such as:

- Scheduling (frequency of homework.)
- Responsibilities of the student.
- Responsibilities of the parents.
- Return/evaluation of homework assignments.

Types of Homework

- Practice and reinforcement of skills.
- Opportunities to complete unfinished class work
- Opportunities to apply newly learned skills.
- Experiences that require creative thinking.

Suggestions for Parents

- ✓ Stress that homework is important.
- ✓ Help the student find a quiet place and daily time for doing homework.
- ✓ Establish rules about homework (e.g., no TV until homework is completed.)
- ✓ Let your son or daughter know that you are available to help and to listen.
- ✓ Provide positive support when homework is completed.

LESSON PLANS/GRADE RECORDS

Lesson Plans are expected to be completed by all teachers on a weekly basis. The Principal will provide instructions for completing lesson plans and the format for submission. Teachers will maintain an appropriate grade record or grade book that supports the final grade reported on report cards.

LUNCH PASSES

Students may leave the school grounds only when picked up by a parent or guardian at the School Office. Students are highly discouraged from leaving school to eat at home, but may do so with written parental permission.

****ANY STAFF MEMBER LEAVING CAMPUS FOR LUNCH MUST NOTIFY THE PRINCIPAL'S OFFICE AND SIGN OUT. DEPARTURE DURING ANY OTHER TIME OF THE WORK DAY MUST HAVE PRIOR ADMINISTRATIVE APPROVAL AND SIGN OUT. ****

MOVIES AT SCHOOL

Any movie to be shown at school must have prior approval by the Principal at least five (5) working days prior to showing. Teachers must give the purpose of it and rationale in terms of curriculum (or possibly as a reward activity.) Each movie shown must be noted in Lesson Plans the week prior to showing.

Upon approval, only "G" rated movies are to be shown. Movies and videos that are rated other than for General Audience shall not be shown in any classrooms or at any District sponsored activity. This includes, but is not limited to, buses and motels where students are present.

PG-13 movies are never allowed!

PARENTAL INVOLVEMENT

State law requires that districts have:

- A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
- A method by which parents may learn about the course of study for their children and review learning materials.
- Procedures by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. "Harmful" includes objections to a material or activity because it questions beliefs or practices in sex, morality, or religion. "Parent" means parent or guardian who has custody of the student.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences have been scheduled near the end of the first and third grading periods. Teachers are responsible for individual scheduling of parents at this time. All parents requiring or requesting a conference must schedule it at school or in their home. Parents of students doing unsatisfactory or failing work must have a conference at the end of each grading period; mid-term notices must also be given in such cases. Parent conferences are encouraged throughout the year.

PART-TIME PROFESSIONAL STAFF

Part-time employment is defined as working less than 30 hours per week. Part-time professional employees are not eligible to receive benefits including the accrual of annual leave.

PERSONNEL ACTION REQUEST/LEAVE REQUEST FORM

Personnel Action Requests (PAR's) forms are used for employment, promotion, reclassification, extended absences or other changes of employee duties.

Employees must complete a Leave Request Form (LRF) for all expected absences from work, such as: Personal Day, Bereavement Leave, Workshop attendance, etc. The following procedures should be followed when completing a Personnel Action Request (PAR) and a Leave Request Form (LRF).

■ Vacation, Bereavement, Professional, School Business Leaves

When requesting a Leave of Absence for any of the above reasons, the employee must complete a LRF form with all the necessary information. **A notice of at least five days** will be required on Personal Days, and Vacation requests so that arrangements may be made for a substitute, if one is needed.

- The LRF must be submitted to the immediate supervisor for approval. If for some reason the Supervisor does not approve the leave, the Supervisor will notify the employee regarding the decision.
- If the request is approved, the Supervisor will forward the LRF to Human Resources for approval. After receiving and approving the LRF, Human Resources will return a copy of the LRF to the employee. The original copy of the LRF will be placed in the employee's personnel file. ***If the employee has not received a copy of the LRF by at least one day prior to the requested leave day, the employee should contact the immediate supervisor to check if it has been approved and appropriate arrangements have been made for the employee's absence.***

■ Workshops and Conferences

The employee must complete a LRF with all the necessary information regarding the workshop/conference. If any cost is involved in attending the workshop or conference, the employee must complete a Purchase Requisition Form and attach it to the LRF.

If a District vehicle is needed, the employee must also complete a "Vehicle Request Form" and submit it with the LRF and Purchase Requisition.

**A FLYER DESCRIBING THE
WORKSHOP/CONFERENCE OR AN
OUTLINE OF THE PROGRAM SHOULD
ALSO BE ATTACHED TO THE LRF.**

All necessary forms must be submitted to the immediate supervisor for approval at least **seven working days** prior to the date of the workshop/conference. Special Education and Special Areas Staff will also require approval from the Director of Special Education. If the request is not approved, the supervisor will notify the employee of the decision.

If the request is approved by the supervisor, the LRF along with any other pertinent forms will be forwarded to Human Resources. Human Resources, in turn, will give the Business Office the attached Purchase Requisition form along with a copy of the LRF for processing. The employee's copy of the LRF will be returned to the employee. If a vehicle has been requested, Human Resources will forward the Vehicle Request Form to the Director of Capital Operations. If a vehicle is available, the Director will approve the request and notify the employee. The employee will be responsible for the pickup and return of the District vehicle. Times should be arranged with the Director of Capital Operations.

PROFESSIONAL LEAVES & ABSENCES

Sick Leave -- Sick Leave for certificated personnel is a designated amount of compensated leave that may be granted for sick leave purposes to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties of his/her position. Family, for purposes of sick leave, shall include:

Spouse	Grandchildren
Children	Parents of Spouse
Parents	Brother/Sister of Spouse
Brother/Sister	Son/Daughter-In-Law
Grandparents	

Exceptions to the above must have the Chief Education Officer's approval. The Chief Education Officer may request a physician's verification regarding Family Illness Leave.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Chief Educational Officer). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine (1) whether or not the continued use of sick leave is appropriate or (2) whether return to duty is appropriate.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on nonduty days.

Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed. The unused portion of such allowance shall accumulate to a maximum of one hundred (100) work days, at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below one hundred (100) work days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a certified employee exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any certified employee who does not serve a full school year shall be prorated based upon the number of days worked in their contract. The salary of any certified employee terminating service prior to the end of the school year shall be adjusted to compensate for any sick leave days taken in excess of those days earned.

Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

At the time Sick Leave is requested for sick leave purposes, staff members shall inform the Chief Education Officer of the following:

- ◆ Purpose for which leave is being taken
- ◆ Expected date of return from leave.
- ◆ Where he/she may be contacted during the leave.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Personal Leave A maximum of two (2) days of sick leave for the current school year may be taken as personal leave days. Such days may be used for any personal reason. If an employee has used sick leave for sick-leave purposes, the two (2) days allotted for personal leave shall be decreased on a day-per-day basis if used for sick-leave purposes.

No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the principal. All personal leave requests must be in writing, except for emergencies.

Requests shall be acted upon in order of receipt, and the availability of substitutes may limit the number of requests granted at any one time. Personal leave generally will not be granted during the following periods:

The employee should provide the Supervisor with at least a four (4) day notice.

- On the day immediately preceding or following a holiday or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school.

When requesting a Leave of Absence for any of the above reasons, the employee must complete a Leave Request Form with all necessary information. On Personal Days and Vacation requests, **a notice of at least four (4) days** will be required so that arrangements may be made for a substitute, if one is needed.

The PAR must be submitted to the immediate Supervisor for approval. If for some reason the Supervisor does not approve the leave, the Supervisor will notify the employee regarding the decision.

If the request is approved, the Supervisor will forward the LRF to Human Resources for approval. After receiving and approving the LRF, Human Resources will return a copy of the PAR to the employee. The original copy of the LRF will be placed in the employee's personnel file. *If the employee has not received a copy of the LRF at least one day prior to the requested leave day, the employee should contact the immediate Supervisor to verify if it has been approved and appropriate arrangements have been made for the employee's absence.*

Absent Without Leave -- An employee shall be deemed Absent Without Leave when absent from work because of:

- (1) A reason that conforms to a policy currently in effect, but the maximum number of days provided for in that policy will be exceeded.
- (2) A reason that does not conform to any policy currently in effect, or
- (3) Failure to report to work without prior notification to the Chief Education Officer or designee.

In no case shall an employee be compensated for time lost due to being absent without leave.

An employee is subject to disciplinary action including dismissal, if: (1) he/she is absent from work without prior approval, or (2) prior approval was impossible due to the unusual circumstances and approval for the employee's absence is denied upon his return.

Legal: Jury Duty, Military, or Other Political Subdivision Duty Leave — It is recognized by the Board that no employee is exempt from Jury Duty and that leaves of absence for such duty must be granted. In special cases, the Chief Educational Officer may write a letter to the Jury Commissioner of Maricopa County requesting that the employee be excused from Jury Duty. In addition, the Board recognizes the fact that its employees have citizenship responsibilities and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to Jury Duty, for services in the State Legislature and when called to attend field training services for the Military Reserve or Arizona National Guard. Such leave will not count as experience to advance on the Salary Schedule.

Persons volunteering for Military Service, except in time of declared war, will not be considered for long-term Military Leave.

When an employee receives notice that requires leave as outlined above, it is the responsibility of the employee to notify the Chief Educational Officer or Principal.

Salary payments for the various types of leaves are as noted below:

- An employee on Jury Duty may receive only his or her regular salary.
- It is the responsibility of the employee to reimburse the School District for Jury Duty pay when such payment is made directly to the employee. Exception: employee may keep payment for mileage.
- An employee excused for Jury Duty after being summoned shall report for duty at his assigned school as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed. (A.R.S. §21-236).
- An employee serving in the legislature shall be paid his regular salary less the salary paid by the state for days the employees misses due to legislative duty A.G. Opinion 65-30-(c)
- An employee who is a member of the Military Reserve of National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training (A.R.S. §26-168(A) and §38-610).

An employee may be granted leave, without loss of salary, if subpoenaed to participate in a court-required legal responsibility. A copy of the subpoena must be presented to the Office of Human Resources prior to the leave.

Leave of Absence Without Pay -- The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted a member of the certificated staff for **no longer than one year.**

A Leave of Absence may be requested for, but not limited to, the following purposes:

- Additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.
- To provide for an unpaid leave in a situation where the employee will be absent from work because of (1) a reason that conforms to a policy currently in effect, but the maximum number of days provided for in the policy will be exceeded, or (2) A reason that does not conform to any policy currently in effect.
- For a Leave of Absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.
- For leave under the Family and Medical Leave Act (FMLA).

A "Leave of Absence" requested pursuant to this policy will need to be approved by the Chief Educational Officer, if the leave period does not exceed 12 weeks. If the leave period exceeds 12 weeks, it must be recommended by the Chief Educational Officer and approved by the Governing Board.

A request for "Leave of Absence" shall not be denied by the District if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for "Leave of Absence" may be granted or denied by the District at its sole discretion.

Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request. The "Leave of Absence" shall be only for the purpose and duration approved and may not be extended without written approval by the District.

All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick leave, personal days, and other paid leave shall be applied to the leave period unless otherwise stipulated by the District or prohibited by the Family and Medical Leave Act.

Family and Medical Leave Act -- Any employee who has been ***employed by the District at least 12 months and who has completed at least 1,250 hours of service immediately prior to the time the leave is to commence*** shall be eligible for FMLA leave. The District shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U. S. Department of Labor. Accordingly, all portions of this policy that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee of the District may take up to 12 weeks of leave (FMLA leave) during any one fiscal year (July 1 to June 30), without pay, for any one or more of the following reasons:

- ① The birth and care of a newborn child.
- ② The placement of a child with the employee due to adoption or foster care.
- ③ The care of a family member who has a serious health condition.
- ④ The serious health condition of an employee which inhibits his/her ability to function and perform the duties of their position.

Bereavement Leave -- An employee may be granted, upon request to the Chief Education Officer, up to five (5) days of leave per year, with pay, to be used in the event of death in the employee's immediate family. See page 11 for definition of family.

Extensions of Bereavement Leave may be granted upon personal request, but all extensions shall be deducted from the employee's Personal Leave.

Sabbatical Leave -- A Sabbatical Leave of Absence may be granted to certified and administrative personnel for a maximum of one year when conforming to Arizona Revised Statutes §15-510(D) (E).

Application for Sabbatical Leave must be received by January 31. It will be considered within the framework of all applicable laws, on the basis of improvement of professional preparation and/or the educational program of the district, current assignment of the individual, value of the leave to the District, and funds that are available. An employee granted Sabbatical Leave will be governed by applicable Arizona Revised Statutes.

PROHIBITED PERSONNEL PRACTICE

It is prohibited personnel practice for any District employee (Employee A), who has control over personnel actions, to take reprisals against another employee (Employee B) for a disclosure of a matter of public concern to a public body when the employee (Employee B) believes there has been:

- ☐ A violation of law.
- ☐ Mismanagement, a gross waste of monies, or an abuse of authority.

An employee, or former employee, who believes that a personnel action taken against him/her is the result of his/her disclosure of information under A. R. S. § 38-532 shall make a complaint to the Board. The Board shall make a determination pursuant to the rules under A. R. S. § 41-785.

PERSONNEL RECORDS

Professional employees are required to supply the District Office with current and complete official transcripts of all college credits. **It is the duty and responsibility of each certificated employee to keep such certification current.**

The District will maintain a complete and current official personnel file for each District employee. Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files. The employee may prepare a written reply to such information and such reply, if any, will be appended to the information in the file.

All documents within a personnel file are confidential, and the district may create such sub-files within a personnel file as are appropriate to insure confidentiality and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees. Individual Board members shall have access only when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal meeting properly noticed. Employees may review their own files by making written requests to the Chief Educational Officer.

Confidential information obtained prior to an employee's employment, such as recommendations, will not be available for review by the employee.

Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

PROCEDURES FOR REPORTING LOST/STOLEN/VANDALIZED PROPERTY AND EQUIPMENT

The person discovering a break-in, vandalism and/or mysterious disappearance of District equipment or property should report this immediately to the Principal. In the event that the Principal is not on campus, the report is to be made to the District Office. The Administrator to whom the incident is reported will be responsible to report to the Law Enforcement Officer for investigation and to complete the District "Loss Report Form." The "Case Reference Card" and "Loss Report Form" are due in the office of the Business Manager no later than the end of the first working day following the incident.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Assignments -- The Chief Education Officer will determine all Professional Staff assignments. Such assignments shall be based on the needs of the District. In addition, no right to school, grade, or subject assignment shall be inferred from the standard Teacher's Contract.

Transfers -- The procedure for assignment and transfer of Professional Staff members will be based on the needs of the Instructional Program. Assignments may be changed to serve the interests of the District and students.

Professional staff members may apply for transfer or reassignment, whether or not a vacancy exists. Generally, transfers will not be approved during the school year unless the needs of the District dictate such approval.

It shall be the policy of the Board that professional personnel be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the District, second where the Chief Educational Officer determines the employee is most qualified to serve, and third as to the expressed preference of the employees.

In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees. **The Chief Education Officer shall have the responsibility for the assignment of all personnel throughout the District.**

The resolution of any conflicts over the need for a transfer shall be based on what is best for the Instructional Program, the needs of the students, and the **OVERALL** needs of the District as defined by the Chief Education Officer.

Voluntary Transfers--Any teacher desiring a different class or teaching assignment for the next school year will make application to the Chief Education Officer via a PAR. The application will specify the grade and position desired, the reason for transfer, and extenuating circumstances. The application will also include a summer address and phone number. If a vacancy occurs, the teacher will be notified.

Involuntary Transfer--When it becomes necessary to transfer a teacher, the Chief Educational Officer will notify the teacher affected at least thirty (30) calendar days prior to such transfer, unless there is an emergency.

PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES

Every Teacher shall:

- ✓ Hold pupils to strict account for disorderly conduct.
- ✓ Keep a School Register which the Governing Board shall carefully preserve as one of the records of the school.
- ✓ Make the decision to promote or retain a pupil in grade in a common school or to pass or fail a pupil in a course in elementary/middle school. Such decisions may be overturned only as provided in § 15-342, paragraph 11.
- ✓ Comply with all rules and policies of the Governing Board that relate to the duties prescribed in this section.

PROMOTION AND RETENTION OF STUDENTS

Students are always considered on an individual basis regarding promotion and retention. The decision to promote or retain is based on input from the teacher, parents, and administration through the Child Study Team process.

- ① A student who is experiencing difficulty in a class shall be identified by the end of the First Quarter and this information shared with the parents at a Parent Conference and/or by Telephone Conference. In addition, the teacher shall meet with the Grade Level Team to discuss ways to assist that student's learning. This and all such conferences shall be documented.
- ② If, by the end of the Second Quarter, a student is continuing to experience difficulty and is in danger of being retained, the "Possible Retention Letter" is to be sent to the parent(s) by Certified Mail and a copy to the Principal. In addition, the student shall be discussed at a Grade Level Meeting. This and all future contacts with the parent regarding retention must be documented.
- ③ Within five (5) days of sending the first "Possible Retention Letter", the teacher must submit a Child Study Form to the Administrator in charge of the Child Study Team to schedule a meeting to review that student's Learning Program and make any appropriate educational and/or environmental modifications.
- ④ If, at the end of the Third Quarter, a student is failing and continuing to fail, a second "Possible Retention Letter" shall be sent to the parent(s) via Certified Mail in addition to a Parent Conference and Grade Level Meeting to agree upon alternative instructional strategies to assist the student in attaining expected achievement levels.
- ⑤ If, by May 1st, a student is failing and continuing to fail, a third "Possible Retention Letter" shall be sent to the parent(s) via Certified Mail and the Administrator in charge of the Child Study Team shall be notified to set up a Child Study Meeting to discuss the possibility of retention.

- ⑥ THE DEADLINE FOR SUBMITTING A STUDENT TO THE CHILD STUDY ADMINISTRATOR FOR POSSIBLE RETENTION IS MID-MAY. NO STUDENT WILL BE CONSIDERED FOR RETENTION WITHOUT PROPER DOCUMENTATION AS STATED IN PARAGRAPHS 1-5.
- ⑦ The administration of a retention scale will be used in the retention decision making process. Factors such as social maturity, attitude toward learning, self-concept, peer acceptance, social age, and prior retention must be carefully reviewed.
- ⑧ Teacher input is critical in the Child Study Process regarding the promotion or retention of a student. The parent(s) may appeal the decision to the Governing Board.
- ⑨ Decisions regarding promotion or retention of students in Special Education are considered through the Individualized Education Program (IEP) process utilizing the same considerations in paragraphs 1-7.
- ⑩ Students in Bilingual/ESL Programs should be assessed and instructed in the appropriate language. The level of second language acquisition is a critical factor in making a decision for these students.

Note: Students who enroll at various times during the year will be taken on a case-by-case basis; however, it is the teacher's responsibility to identify a student as a possible retention as soon as reasonably possible and follow the notification procedures as stated in steps 1-5 above.

PUBLIC INFORMATION PROGRAM

All school personnel are responsible for good public relations. Toward that end, all written notices, bulletins, newsletters, and matters pertaining to students are to be submitted to the Principal for approval prior to release. Releases/publications that pertain to the District level are to be submitted for approval to the Chief Educational Officer of Schools prior to release.

Non-school originated material of a commercial, political, or religious nature shall not be released through the students. Notices from community organizations, such as Camp Fire Girls, Boy Scouts, etc., that directly affect the children of the District may, at the discretion of the Principal, be sent home via the students.

PURCHASING PROCEDURES

Outside District Purchases — A Purchase Requisition is to be completed with the following information:

- ☞ Name, complete address and telephone number of the vendor.
- ☞ Date of the Purchase Requisition.
- ☞ Quantity, article description, unit price and total cost.
- ☞ Indicate whether the original Purchase Order is to be mailed to the vendor or sent to the Requisitioner.
- ☞ Requisition shall be typed or written legibly.
- ☞ Approval of Supervisor must be attained prior to being submitted for purchase.

Requisitioner is to plan ahead to allow adequate processing time, approximately seven (7) working days.

No purchase or debt is to be made prior to obtaining an approved Purchase Order.

A VERBALLY APPROVED REQUEST DOES NOT REPLACE THE PURCHASE REQUISITION PROCEDURES.

Preview Material -- Preview material is handled the same as "Outside District Purchases." A Purchase Requisition must be filled out as previously explained with an Administrator's signature. If ordering preview material, Requisitioner must coordinate with the vendor as to the length of time he/she will have to preview the material and obtain a return authorization. If the District has to pay for the return shipping, the Supply Account of the requisitioner will be debited the expense amount.

APPROVED REQUISITIONS WILL BE ASSIGNED A PURCHASE ORDER.

Distribution of the Requisition — The original requisition remains in the District Expense File with a pink copy of the Purchase Order.

Distribution of Purchase Order:

- Original sent to vendor (or Requisitioner if order is to be picked up.)
- A copy is filed in District Expense File.
- A second copy is for the Requisitioner's files.

In the body of the requisition, write or type "PREVIEW MATERIAL" in bold letters. This will alert the Business Office to handle this request differently.

Within District Requisition:

- Complete Requisition Form with the following information: name, room number and school, date, quantity, description and code (refer to handbook.)
- Principal's signature is required for approval prior to supplies being issued.

Distribution of In-house Requisition:

- ◆ White copy is filed by Clerk in charge of distributing supplies.
- ◆ Yellow copy is filed in the Principal's Office in the individual teacher's folder.

RETIREMENT INCENTIVE PROGRAM

The retirement incentive program is intended to provide a school employee with the opportunity to receive an incremental increase in salary during the final year of employment in exchange for the voluntary release, by the employee, of tenure rights or employee benefit rights accrued during such employment. Such payment must be offered and accepted in the employment contract prior to the beginning of the particular school year in which the retirement incentive pay is to be received.

The employee must apply to the Governing board, in writing, for the retirement incentive during or before the year prior to the year in which retirement will occur. This application for the retirement incentive may be withdrawn on or before February 1 of the year of retirement.

An employee choosing the retirement incentive shall receive an increase over the regular contractual or scheduled salary in the year before retirement. All legally required deductions, including the employee's contribution to the state retirement fund, will be withheld. The payment shall be calculated as set forth below.

The payment will be based upon the number of years of service to the District, increasing from ten (10) years of service to twenty (20) years and decreasing from twenty (20) to twenty-five (25) years.

Sick Leave Payment Upon Retirement

Upon proper and timely application for the retirement incentive program, the district will pay for accumulated sick leave on a graduated scale up to the maximum accumulated amount indicated by the district. Certificated employees will be paid based upon a daily rate established for payment of a day-to-day substitute teacher in the District.

Number of Years of Service to the District	Percent of Daily Rate	Number of Years of Service to District	Percent of Daily Rate
10	0%	18	40%
11	5%	19	45%
12	10%	20	50%
13	15%	21	45%
14	20%	22	40%
15	25%	23	35%
16	30%	24	30%
17	35%	25	55%

ROOM KEYS

Room keys are the teacher's responsibility and should not be given to students at any time. Rooms should be locked during the day when not in use and at the end of the school day. Teachers will check keys out from the Principal's Office at the beginning of the school year and are to return them at the end of the year. No duplicates may be made.

SCHOOL COMMITTEES AND TASK FORCES

Staff are encouraged to participate in school committees or task forces from time-to-time. Additionally, their attendance at school and community events shows support and helps to develop a positive relationship with students, parents and the community.

SEXUAL HARASSMENT

All individuals associated with this District (including, but not necessarily limited to, the Governing Board, the Administration, the staff, visitors and students) are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the School Staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a Poor Performance Report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Chief Educational Officer as provided in the Policy Handbook. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action which may include suspension or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

SMOKING ON SCHOOL PREMISES BY A STAFF MEMBER

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other district vehicles.
- Off-campus school-sponsored events.

Under the provisions of A.R.S. § 36-798.03, a person who violates the prohibition is guilty of committing a petty offense. The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with Arizona Revised Statute 15-712.

Note: underlined areas represent changes to policy effective 7/24/00.

STAFF/BOARD COMMUNICATIONS

Any employee or group of employees, desiring to address the Board on school-related matters shall direct their communication to the Board in accordance with Policy. All such communication should be in writing, and no anonymous correspondence will be considered by the Board.

Any employee, who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in policy.

Official communications, policies, directives, board concerns, and Board action(s), as appropriate, will be communicated to employees by the Chief Education Officer.

STAFF CONDUCT

All employees of the district are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and district property. No employee shall, by action or inaction, shall interfere with or disrupt any district activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the district, and carry out all applicable orders issued by the district administrator.

Potential consequences to employees of the district who violate these rules may include, but are not limited to:

- ☞ Removal from school grounds.
- ☞ Both Civil and Criminal sanctions which may include, but are not limited to, criminal proceedings under Title

13, Chapter 29, of the Arizona Revised Statutes.

- ☞ Warning.
- ☞ Reprimand.
- ☞ Suspension.
- ☞ Dismissal.
- ☞ Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

Reporting Suspected Crimes or Incidents –

Staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to their immediate supervisors. All such reports shall be communicated to the Chief Educational Officer who shall be responsible for reporting the suspected crimes or incidents to local law enforcement.

Use of Force by Supervisory Personnel — Any Administrator, Teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Note: underlined areas represent changes to policy effective 8/09/00.

STAFF ETHICS

The Educational Employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains appropriate and courteous communications and relationships with pupils, parents, staff members, Supervisors, and others.
- Strives for the maintenance of his efficiency and knowledge of developments in his field of work.
- Fulfills professional responsibilities with honesty and integrity.
- Does not participate in the promotion of conflict or negative hearsay.
- Makes courteous, professional criticism, and constructive suggestions directly to School Administration.
- Supports the principle of due process and protects the Civil and Human Rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.

- Implements the Governing Board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Accepts administrative directives.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Accepts academic degrees or professional certification only from duly accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.
- Respects and follows line of authority.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

STAFF GIFTS AND SOLICITATION GIFTS

Pupils, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations. Simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to individual students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

Solicitations — No school employee shall use his/her position in the District to influence parents or pupils to purchase books or other merchandise, except for materials approved by the Chief Educational Officer for use in the classroom. Solicitation of employees and/or pupils by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Chief Educational Officer of Schools in advance, in writing. No other solicitations shall be made by or of employees during official duty time.

STAFF GRIEVANCES

Effective communication between District employees, the Administrative Staff, and the Board is essential for an effective operation of the schools. The Governing Board, therefore, authorizes the Chief Education Officer to

establish a grievance procedure for employees as the prescribed means of resolving grievances, at the earliest date and the lowest possible administrative level.

Definitions — A grievance is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. A grievant shall be any employee of the District filing a grievance.

Terms and conditions of employment mean the hours of employment, the compensation including benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the School District. A day is any day in which the schools of the District are operating. The immediate Supervisor is the lowest-level administrator having line supervisory authority over the grievant.

Informal Level — Before filing a formal written grievance, the grievant must attempt to resolve the problem by one or more informal conferences with the immediate Supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference or any subsequent conference.

Formal Level --

Level I: Within five (5) days after the last informal conference, the grievant must present the grievance in writing to the immediate Supervisor.

The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The immediate Supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance. Within the above time limits, either party may request a personal conference to attempt to resolve the matter.

Level II: In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Chief Educational Officer within five (5) days after receipt of the decision. The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Chief Educational Officer or the designee shall conduct an investigation of the grievance and shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the Chief Educational Officer may request a personal conference within the above time limits.

Level III: If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the President of the Governing Board. The Board will review the appeal and will issue a response within fifteen (15) days. The Board response constitutes the final decision.

General Provisions --

Section 1: Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within ten (10) days after the employee knows, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

Section 2: The filing or pendency of any grievance under the provisions of this regulation shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Chief Educational Officer. Forms may be obtained from the School Office.

STAFF HEALTH AND SAFETY

All employees shall be covered by Workman's Compensation Insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the Supervisor's Office immediately, since a report on the time of the accident, persons involved, and how it happened is required by State law.

Any employee, who has an accident, no matter how slight, while on duty, shall notify his/her Supervisor immediately. Failure to follow this procedure could result in the loss of Workman's Compensation benefits.

After being notified by an employee, the Principal or Supervisor shall complete the **Supervisor's Report of Industrial Injury**. The blue copy will go with the injured employee to the medical facility. Injured employees should go for treatment to:

**Concentra Medical Center
5340 W. Buckeye Rd. Ste 3
Phoenix, Arizona 85043
M-F 6 a.m. – 10 p.m.
(602) 233-2117**

Employees may be required by the Chief Educational Officer or designee, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.

When, in the opinion of his/her immediate Supervisor and/or the Chief Educational Officer, the employee's ability to fulfill his/her duties is jeopardized by his/her physical or emotional condition, the Governing Board may require a complete health examination by a fully licensed physician. The expense of such examination will be paid for by the District.

Workman's Compensation -- All employees are covered by Industrial Injury Insurance. An employee of the District, who suffers an accident while actively employed, is required to report the injury to the Nurse or their Supervisor within twenty-four (24) hours after the injury occurs. Should there be circumstances under which the individual would be unable to render such a report, it must be verified by medical authority. The District Office will then proceed in accordance with paragraph four under the heading of "Staff Health and Safety."

The following will govern all Industrial Commission claims:

- If the claim is approved, the doctor bill will be paid by the Workman's Compensation Insurance.
- If less than seven (7) days are lost because of injury, the employee will be charged one day of Sick Leave for each working day absent.
- If the employee should be absent more than seven (7) working days, he/she will receive Workman's Compensation pay for each working day absent at a rate equal to approximately two-thirds of his/her

monthly pay. The employee shall receive compensation from the School District equal to the difference between compensation and regular salary. During this time, the employee will be charged one-third day Sick Leave for each working day absent.

- In no event will an injured employee receive a combined salary from Workman's Compensation and District salary in excess of his/her regular salary.
- When accumulated Sick Leave has been exhausted, the employee will be removed from Payroll and will receive his/her industrial compensation.

STUDENT DISMISSAL PRECAUTIONS

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the child. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Chief Educational Officer or designee, evidence of his proper authority to remove the student.

If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible. This request has its authority in and must follow "Taking into Temporary Custody, Interference; Penalty," as per A. R. S. §8-223(A) (B) and A. R. S. §13-402.

Student records will be marked with a red dot sticker when there is a court order restricting contact with the student by some person(s). The red dot sticker will be placed on the permanent record on the tab by the student's name and on the roll-a-dex card.

STUDENT PROGRESS REPORTS TO PARENTS

The Board believes it is essential that parents be regularly and fully informed of their children's progress in school. Each school will report a student's progress to the student and to the parent or guardian.

The following requirements are established:

- Parents will be informed regularly, and at least four times a year, as to the progress their children are making in school.
- Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as possible, distinctions will be made between a student's attitude and his academic performance.
- At comparable levels, the school system will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
- School staff members will take care to explain the meaning of marks and symbols to parents.

STUDENT RECORDS/STAFF RESPONSIBILITIES

Required Student Records (Regular and Special Education) must be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records (U.S.F.R.). Retention periods and disposition of records shall be as specified in the U.S.F.R.

Board policies and guidelines must be consulted in order to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) in the establishment, maintenance, correction, and disposition of Student Records.

Statement of Rights -- Parents and eligible students (e.g. age 18) have the following rights under the Family Educational Rights and Privacy Act and this procedure:

- The right to inspect and review the Student's Education Record.
- The right to exercise a limited control over other people's access to the Student's Education Record.
- The right to seek to correct the Student's Education Record, in a hearing if necessary.
- The right to report violations of the FERPA to the U. S. Department of Education.
- The right to be informed about FERPA rights.

Procedure to Inspect Education Records -- Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the Student's Education Records that are collected, maintained or used by the District. In some circumstances, it may be mutually more convenient for the Record Custodian to provide copies of records.

Directory Information -- The District designates the following personally identifiable information contained in a Student's Education Record as "Directory Information" and will disclose that information without prior written consent:

- ✍ The student's name.
- ✍ The names of the student's parents.
- ✍ The student's address.
- ✍ The student's date of birth.
- ✍ The student's class designation (i.e. 1st Grade.)
- ✍ The student's extracurricular participation.
- ✍ The student's Achievement Awards or honors.
- ✍ The student's weight and height, if a member of an athletic team.
- ✍ The student's photograph.
- ✍ The school or District the student attended before enrollment in the District. Within the first three (3) weeks of each school year, the District will publish in a District communication or send home with each student, the above list or a revised list, of the items of Directory Information it proposes to designate as Directory Information.

After the parents or eligible students have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Chief Educational Officer's Office) of any or all of the items they refuse to permit the District to designate as Directory Information about the student.

At the end of the two (2) week period, if the parents or eligible students have not returned the form indicating refusal to allow the use of Directory Information, the District will assume it has their permission to use the above mentioned information.

This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. The Student's Records will be appropriately marked by the Records Custodian to ensure compliance with the parent's or eligible student's request.

All requests for records should be referred to the School Principal or appropriate party for proper disposition.

The District will not release information contained in a Student's Education Records, other than Directory Information, to any third parties except its own officials, unless such parties agree that the information will not be re-disclosed without the prior written consent of the parent or eligible student.

STUDENT SAFETY

Teachers will be responsible for their classes at all times. At no time will a teacher leave a classroom unsupervised. In the case of an emergency, the teacher will seek help from the Principal. Teachers will not send students on errands from the school premises during school hours. Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a child or that may damage school property. Confiscated articles will be turned into the School Office and may be picked up only by parents.

Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A. R. S. §15-151.

STUDENTS WITH CHRONIC HEALTH CONDITIONS

Students identified by a Licensed Physician or Pediatrician as having a chronic health condition that will affect regular school attendance shall have homework made available in a timely manner to ensure that such students have the opportunity to successfully keep up with assignments and avoid losing credit because of their absences from school.

The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in Physical Education activity requirements so that they may participate in the regular Physical Education Program to the extent that their health permits. Staff members responsible for Physical Education activities programs shall develop and implement such guidelines.

SUBSTITUTE TEACHER INFORMATION

Teachers should submit the Substitute Evaluation Form to the Principal and also become familiar with the Substitute Handbook. Each teacher should keep available in his/her desk at all times the following items for the Substitute Teacher:

- ☐ Suggestions to the Substitute Teacher
- ☐ Class Roll
- ☐ Seating Chart
- ☐ Schedule of Classes
- ☐ Special Duty Assignments
- ☐ Chart for Fire or Emergency Drills
- ☐ Procedure for Handling Money
- ☐ Copies of Needed Forms
- ☐ Cafeteria Procedures and Schedules
- ☐ Names of Student Helpers
- ☐ Names of Students Needing Special Attention Such As Leaving Class to Go to Library, Special Education, Music, Other Classes
- ☐ Daily Attendance procedures
- ☐ Daily Lunch Procedures
- ☐ Lesson Plans
- ☐ Names and Schedule of Instructional Aide or Regular Volunteer.

SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities or traveling to and from school on school buses, they are responsible to the school and the school is responsible to them. School personnel assigned to supervise a student serve as local parents.

Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students so that a staff member will have a reasonable opportunity to control the behavior of and assist the students, if necessary. Staff members shall exercise supervision as appropriate while on campus and at any other time when performing teaching or related duties on behalf of the school.

If it should be necessary in an emergency situation for a teacher to leave the physical presence of his/her students, then the teacher shall make a reasonable effort to obtain a responsible adult to supervise the students during the teacher's absence. In no case shall the teacher leave students unsupervised.

TELEPHONES

Teachers shall not utilize classroom telephones for personal calls during instruction time. Teachers are not to allow students to use classroom telephones for any reason during school hours. If a student is in need of a telephone during school hours for legitimate reasons, they are to be sent to the School Office to use a telephone.

TESTING PROGRAM

The District Testing Program includes the following:

- ⌘ State mandated testing during the Spring term for grades specified by the Arizona State Legislature, State Board of Education, and the Arizona Department of Education.
- ⌘ District curriculum based assessments administered in the Fall (pre-test) and Spring (post-test) for grades Kindergarten through Third Grade.

Test Administration -- Employees designated by the Chief Educational Officer to administer the test adopted by the Arizona State Board of Education shall:

- Keep all test materials in locked storage.
- Not reproduce any test materials in any manner.
- Not disclose any actual test items to pupils prior to testing.
- Not provide answers of any test items to any pupils.
- Administer only practice tests that are provided by the test publishers. Previous editions of the test series being used in the Statewide Testing Program may not be used as practice tests.
- Strictly observe all timed sub-tests. The test publisher's suggested time limits for non-timed sub-tests shall be followed as closely as possible in order to maintain uniformity in test administration.
- Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
- Do not change a pupil's answer.
- Return all test materials to the Chief Educational Officer or designee immediately upon completion of testing.

Failure to comply with these requirements or others as required by Arizona Revised Statutes or by other rules or regulations shall be considered cause for discipline, including but not limited to, suspension or termination. All violations of this policy shall be reported to the State Superintendent of Public Instruction.

TEXTBOOKS & LIBRARY BOOKS

A record of all textbooks issued to children should be kept. All such books should be numbered. Pupils should write Home Room Number on the label inside the front cover of each textbook issued to them. No textbook should be added or deleted from a classroom inventory without authorization from the School Office. Missing or damaged books should be reported to the Principal.

Books damaged or lost are to be paid for according to price lists located in the School Office or in the library. Fees may be prorated based on the age and prior condition of the lost book.

TUTORING FOR PAY

School buildings are not to be used for non-District paid tutoring or paid classes unless a Use of Facilities Form has been executed by the School District. **Staff members are prohibited to tutor for pay any students who attend or are registered in one of their own classes. The only exception is a school sponsored tutoring program that provides compensation.**

Any exception to the above must have the Chief Educational Officer's approval.

VISITORS

Parents should be encouraged to visit the school, and/or to have lunch with their children. However, all visitors must receive a Visitor's Pass from the School Office. Persons loitering around the school should be reported to the School Office.

WORK DAY

A teacher's work hours will be established by their building Principal, unless other arrangements have been made with the Principal. **When necessary, teachers will be expected to attend workshops or meetings beyond these hours.**

WORKPLACE (DRUG-FREE)

No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace, alcohol or any narcotic drug, hallucinating drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where student or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

As a condition of employment, each employee shall notify his Supervisor of his/her conviction under and criminal drug statute for a violation occurring in the workplace, as defined above, no later than five (5) days after such conviction.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

ANY EMPLOYEE WHO VIOLATES THIS POLICY IN ANY MANNER IS SUBJECT TO DISCIPLINE WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, DISMISSAL -- DISTRICT POLICY (GBCB(2).)

Employee Drug Use — The non-medical possession or use or abuse of drugs and/or use of alcohol is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be in possession of, using, or abusing drugs or using alcohol shall be reported immediately to the Principal or other person in charge. The Chief Educational Officer shall be notified immediately.

Attachment 19

Union Elementary School District 2007-2008 Professional Staff Evaluation Handbook

Union Elementary
School District #62

**Professional Staff
Evaluation Handbook**

2007 - 2008

EVALUATION OF PROFESSIONAL STAFF MEMBERS

The process of evaluation for professional staff members shall lead to improvement of the quality of instruction and the strengthening of the abilities of the professional staff.

Certain elements in an effective evaluation process shall be emphasized:

- Evaluation shall be a cooperative endeavor between evaluator and evaluatee.
- Open communication shall be considered essential.
- The agreed-upon purpose of evaluation shall be to work toward common goals for the improvement of education. This shall include attention to student and staff success, which shall include all certificated staff members.
- Evaluation shall be continuous, flexible, and sensitive to need for revision.
- The result of evaluation(s) shall be courses of action for the improvement of instruction. These courses of action shall be set in motion by specific recommendations mutually reviewed by the evaluator and the evaluatee.
- Evaluation shall be considered one aspect of effective management, rather than a discrete entity.
- Effective evaluation depends on accurate information; therefore, input from all appropriate sources shall be used.
- Evaluation(s) shall be based on, but not limited to:
 - Job expectations within the District.
 - Instruments for assessment.
 - Personal observation.

Evaluation of Classroom Teachers and Other Certificated Non- administrative Staff Members

In accordance with state law, the District shall involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The following elements will be a part of the evaluation system:

- A copy of the evaluation system shall be given to each teacher in the District.
- The Board shall receive from the Superintendent recommendations for qualified evaluators prior to naming evaluators.
- The Board will designate qualified evaluators by name or position at a Board meeting each year.

Inadequacy of Classroom Performance

A teacher's classroom performance is inadequate if the teacher receives a rating of *unsatisfactory* in one (1) or more of the indicator statements set forth in the District's teacher evaluation system. A teacher's classroom performance is also inadequate if the teacher receives a rating of *needs improvement* in three (3) or more of the indicator statements set forth in the District's teacher evaluation system.

Evaluation of Administrators and Psychologists

The District shall establish a system for the evaluation of the performance of principals, other school administrators, and psychologists. The District will seek advice from District administrators and psychologists in the development of this performance evaluation system.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-503
15-537
15-538
15-539 *et seq.*
15-544
15-549
15-918.02
A.A.C. R7-2-605

REGULATION**REGULATION**

EVALUATION OF PROFESSIONAL STAFF MEMBERS

Purpose

A formal process of evaluating all certificated personnel will be implemented. The purpose of evaluation shall be the improvement of the quality of instruction. Such a process, to achieve the greater measure of success, shall be predicated on the assumption that the evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria, process, and results.

The following statements give more specific purposes for evaluation:

- Evaluations determine how well the objectives held by the school are being carried out. The success of the educational program is dependent upon the quality of classroom instruction, supervision, and administration.
- Evaluations provide the basis for motivation and for self-improvement, permitting personnel to be aware of their strengths and weaknesses in order to improve.
- Evaluations provide a basis for planning in-service training and supervisory activities. Such activities can be most effective when they are based upon clear evidence of need as shown by evaluation studies.
- Evaluations provide the basis for administrative decisions. Such decisions may include the employment of personnel, their assignment, the granting of continuing status, promotion, demotion, or termination.
- Evaluations aid in determining the adequacy or inadequacy of classroom performance.

Definitions

When used in this regulation:

- *Instructional day* will mean a day in which pupils are scheduled to attend school for instructional time.

REGULATION**REGULATION****Teacher Evaluation**

Teacher evaluation shall include all classroom teachers and other certificated nonadministrative staff members. Such evaluation shall be based on Policy GCO and the procedures outlined in the following.

Evaluators. Qualified evaluators shall be designated by the Board. The evaluator shall be responsible for the final written and official statement of evaluation, which shall be in writing, and a copy shall be transmitted to the certificated teacher within five (5) days after completion of the evaluation. [A.R.S. 15-537]

The administration is responsible for an in-service training program for evaluators. This program shall incorporate a philosophy, procedure, and techniques that ensure effective implementation of the evaluation plan.

Classroom visitations by evaluator. Formal observations shall be spaced and of sufficient duration (minimum of *thirty [30]* uninterrupted minutes) so as to ensure that the evaluators have an opportunity to grasp an overall concept of a person's performance over a full schedule.

Formal observations may sometimes be prearranged through initiation by either the observer or the teacher. Formal observations shall be defined as those that are written and provide an opportunity for a follow-up conference.

Informal observations may be made at the discretion of the administrator.

Procedural steps in the process of evaluation:

- At the beginning of the school year, the principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan. This shall include whether the evaluation is used as a criterion for establishing a teacher's compensation.
- Self-evaluation for the teacher shall be urged.
- An observation(s) in the classroom shall be completed.
- An opportunity for a conference shall follow each formal observation-visitiation.
- A written record shall be made of each formal observation, with a copy to the observed.
- The official evaluation shall be reduced to writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean concurrence. The teacher shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.

REGULATION**REGULATION**

- A copy of the written evaluation shall be transmitted to the teacher within five (5) days after completion of the evaluation, and a copy shall be retained for the principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees.
- All evaluations shall remain confidential as is provided in A.R.S. 15-537.

Inadequate classroom performance. All teachers whose classroom performance is inadequate will be notified in accordance with the law and the contents of Policy GCO.

Frequency of written evaluations. Evaluations shall be made at least two (2) times per year for noncontinuing teachers, and at least once per year for continuing teachers.

Evaluation schedule (also see Policy GCJ):

- ***Noncontinuing teachers:***
 - During the week of orientation, evaluation procedures shall be reviewed at each school. Any teacher who is hired after orientation week shall be individually oriented by the evaluator.
 - Prior to November 15, the first evaluation, including observation, written report, and conference shall be completed.
 - Prior to January 10, a second evaluation shall be completed.
 - Not later than January 15, a noncontinuing teacher whose classroom performance is inadequate shall be given a preliminary notice of inadequacy of classroom performance. This notice will provide the noncontinuing teacher at least ninety (90) days in which to overcome the inadequacies. The notice shall specify the nature of the inadequacy with such particularity as to furnish the teacher an opportunity to correct the inadequacies and overcome the grounds for the charge. If the notice is issued without prior Board approval, the Board shall be notified within five (5) days of such issuance.
 - Prior to April 15, a third evaluation shall be made if notice of inadequate classroom performance has been given as a result of the first and second evaluations.

REGULATION**REGULATION**

- By April 15, the Board shall authorize, as necessary, and send notice to noncontinuing teachers who will not be reemployed. A copy of any evaluation(s) pertinent to the charges not to reemploy will be included in the written notice of intention not to reemploy.
- This written notice of nonreemployment by the Board, or by the Superintendent if so authorized by the Board [A.R.S. 15-536], shall be delivered personally or sent by registered or certified mail, bearing a postmark of not later than April 15, to the teacher's place of residence, as recorded in the District's records.

- *Continuing teachers:*

- Continuing teachers shall be evaluated at least once each year. If the evaluation is used as the basis of a preliminary notice of inadequacy of classroom performance, the evaluation:
 - △ May not be conducted within two (2) instructional days of any school break of one (1) week or more.
 - △ Must be conducted in accord with District procedure.
 - △ Must be completed in time to be included in the notice of inadequacy of classroom performance, which may be issued by the Governing Board or its authorized representative or delegated employee at least ten (10) instructional days prior to the start of the statutory period of time the teacher is to be given to correct the inadequacy and overcome the grounds for the charge not less than eighty-five (85) instructional days (per A.R.S. 15-539). In all cases in which an employee of the Governing Board issues a notice of inadequacy of classroom performance without prior approval by the Board, the employee shall report such issuance to the Governing Board within five (5) school days.
- Subject to the provisions of A.R.S. 15-539, 15-540, 15-541, 15-544, and 15-549, the Governing Board shall, between March 15 and May 15, offer to each continuing teacher under contract of employment with the District for the current year a contract renewal for the next ensuing school year unless the Governing Board, a member of the Board acting on behalf of the Board, or the Superintendent gives notice to the continuing teacher of the Board's intent not to offer a contract and to dismiss the teacher as provided in A.R.S. 15-539.

REGULATION**REGULATION**

- All provisions of A.R.S. 15-538.01, A.R.S. 15-539, and other appropriate Arizona Revised Statutes shall be complied with in the dismissal of continuing teachers.

- ▲ If inadequacy of classroom performance is the reason for possible dismissal, the written preliminary notice of inadequacy of classroom performance shall allow the teacher not less than eighty-five (85) instructional days within which to correct the inadequacy and overcome the grounds for the charge.

Evaluation program. The specific format for the teacher evaluation system will be developed in compliance with Policy GCO and this regulation under the leadership of the Superintendent.

Administrators and Psychologists

Continuous evaluation of all aspects of the total educational program, including student progress, personnel, curriculum, and facilities, will include a formal process of evaluating all certificated administrators and psychologists. The purpose of this evaluation shall be the improvement of the quality of the educational program in the District. The evaluation will be a cooperative procedure, with the evaluator and the evaluatee having full knowledge of the criteria, process, and results.

The following statements give more specific purposes for evaluation:

- Evaluations determine how well the objectives held by the school and District are being carried out. The success of the educational program is dependent upon many factors, which include the quality of classroom instruction, student evaluation, supervision, and administration.
- Evaluations provide the basis for motivation and for self-improvement, permitting administrative personnel to be aware of strengths and weaknesses in order to improve the operation of the District's programs.

The specific format for the evaluation system for certificated administrators and psychologists will be developed under the leadership of the Superintendent.

REGULATION**REGULATION****Contract Renewal**

On or before May 15 the Board shall offer a contract for the next school year to each certificated administrator and psychologist whose contract is in its last year, unless on or before April 15 the Board, a member of the Board acting on behalf of the Board, or the Superintendent gives notice to the administrator or psychologist of the Board's intention not to offer a new contract. In the case where an override election is being held on the third Tuesday in May, the Board has up to five (5) days after the override election to give notice of its intention not to offer a new contract; otherwise, the new contract shall be offered on or before June 15.

LEGAL REF.: A.R.S. 15-503
15-536
15-537
15-538
15-539

15-540
15-541
15-544
15-549

REGULATION

REGULATION

EVALUATION OF PROFESSIONAL STAFF MEMBERS

(Procedures for Appeal of Evaluation)

When an evaluation is used as the criterion for establishing a teacher's compensation, the teacher will be so informed at the conference where the evaluation is discussed.

A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal no later than ten (10) days after the conference where the disputed evaluation is discussed.

The appeal to the Superintendent shall be limited to the sole issue of how the evaluation procedure used is at variance from the Board-adopted procedure.

LEGAL REF.: A.R.S. 15-537

Union Elementary School District #62

Certified Teacher Evaluation Instrument

Teacher: _____

Assignment: _____

Evaluator: _____

Date: _____

Period Covered: _____

Evaluation Criteria:

One (1) "Unsatisfactory" rating in any element, or a "No" in any of the ten (10) Professional Expectations shall result in an administrative improvement plan for the teacher.

Evaluation Philosophy:

Evaluation of teacher performance/skills must be based on recent research regarding teaching and learning, must contain a clear, coherent definition of exemplary practice; its ultimate goal is to increase student achievement and learning through improved teacher performance. This Certified Teacher Evaluation Instrument is based on *Enhancing Professional Practice: A Framework for Teaching* by Charlotte Danielson (permission granted for use by C. Danielson on April 9, 2003).

Evaluator

Date

Teacher

Date

DOMAIN 1: PLANNING AND PREPARATION

Component 1a: Demonstrating Knowledge of Content and Pedagogy

LEVEL OF PERFORMANCE				
Element	Unsatisfactory	Basic	Proficient	Distinguished
Knowledge of Content	Teacher makes content errors or does not correct content errors students make.	Teacher displays basic content knowledge but cannot articulate connections with other parts of the discipline or with other disciplines.	Teacher displays solid content knowledge and makes connections between the content and other parts of the discipline and other disciplines.	Teacher displays extensive content knowledge, with evidence of continuing pursuit of such knowledge.
Knowledge of Prerequisite Relationships	Teacher displays little understanding of prerequisite knowledge important for student learning of the content.	Teacher indicates some awareness of prerequisite learning, although such knowledge may be incomplete or inaccurate.	Teacher's plans and practices reflect understanding of prerequisite relationships among topics and concepts.	Teacher actively builds on knowledge of prerequisite relationships when describing instruction or seeking causes for student misunderstanding.
Knowledge of Content-Related Pedagogy	Teacher displays little understanding of pedagogical issues involved in student learning of the content.	Teacher displays basic pedagogical knowledge but does not anticipate student misconceptions.	Pedagogical practices reflect current research on best pedagogical practice within the discipline but without anticipating student misconceptions.	Teacher displays continuing search for best practice and anticipates student misconceptions.

Component 1b: Demonstrating Knowledge of Students

LEVEL OF PERFORMANCE				
Element	Unsatisfactory	Basic	Proficient	Distinguished
Knowledge of Characteristic of Age Group	Teacher displays minimal knowledge of developmental characteristics of age group.	Teacher displays generally accurate knowledge of developmental characteristics of age group.	Teacher displays thorough understanding of typical developmental characteristics of age group as well as exceptions to general patterns.	Teacher displays knowledge of typical developmental characteristics of age group, exceptions to the patterns, and the extent to which each student follows patterns.

	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Knowledge of Students' Varied Approaches to Learning	Teacher is unfamiliar with the different approaches to learning that students exhibit, such as learning styles, modalities, and different "intelligences."	Teacher displays general understanding of the different approaches to learning that students exhibit.	Teacher displays solid understanding of the different approaches to learning that different students exhibit.	Teacher uses, where appropriate, knowledge of students' varied approaches to learning in instructional planning.	
Knowledge of Students' Skills and Knowledge	Teacher displays little knowledge of students' skills and knowledge and does not indicate that such knowledge is valuable.	Teacher recognizes the value of students' skills and knowledge but displays this knowledge for the class only as a whole.	Teacher displays knowledge of students' skills and knowledge for groups of students and recognizes the value of this knowledge.	Teacher displays knowledge of students' skills and knowledge for each student, including those with special needs.	
Value	Goals are not valuable and represent low expectations or no conceptual understanding for students. Goals do not reflect important learning.	Goals are moderately valuable in either their expectations or conceptual understanding for students and in importance of learning.	Goals are valuable in their level of expectations, conceptual understanding, and importance of learning.	Not only are the goals valuable, but teacher can also clearly articulate how goals establish high expectations and relate to curriculum frameworks and standards.	
Clarity	Goals are either not clear or are stated as student activities. Goals do not permit viable methods of assessment.	Goals are only moderately clear or include a combination of goals and activities. Some goals do not permit viable methods of assessment.	Most of the goals are clear but may include a few activities. Most permit viable methods of assessment.	All the goals are clear, written in the form of student learning, and permit viable methods of assessment.	
Suitability for Diverse Students	Goals are not suitable for the class.	Most of the goals are suitable for most students in the class.	All the goals are suitable for most students in the class.	Goals take into account the varying learning needs of individual students or groups.	
Balance	Goals reflect only one type of learning and one discipline or strand.	Goals reflect several types of learning but no effort at coordination or integration.	Goals reflect several different types of learning and opportunities for integration.	Goals reflect student initiative in establishing important learning.	

Component 1c: Demonstrating Knowledge of Resources

LEVEL OF PERFORMANCE				
Element	Unsatisfactory	Basic	Proficient	Distinguished
Resources for Teaching	Teacher is unaware of resources available through the school or district.	Teacher displays limited awareness of resources available through the school or district.	Teacher is fully aware of all resources available through the school or district.	In addition to being aware of school and district resources, teacher actively seeks other materials to enhance instruction, for example, from professional organizations or through the community.
	Teacher is unaware of resources available to assist students who need them.	Teacher displays limited awareness of resources available through the school or district.	Teacher is fully aware of all resources available through the school or district and know how to gain access for students.	In addition to being aware of school and district resources, teacher is aware of additional resources available through the community.
Resources for Students				

Component 1d: Designing Coherent Instruction

LEVEL OF PERFORMANCE				
Element	Unsatisfactory	Basic	Proficient	Distinguished
Congruence with Instructional Goals	Content and methods of assessment lack congruence with instructional goals.	Some of the instructional goals are assessed through the proposed approach, but many are not.	All the instructional goals are nominally assessed through the proposed plan, but the approach is more suitable to some goals than to others.	The proposed approach to assessment is completely congruent with the instructional goals, both in content and process.
	The assessment results affect planning for these students only minimally.	Teacher uses assessment results to plan for the class as a whole.	Teacher uses assessment results to plan for individuals and groups of students.	Students are aware of how they are meeting the established standards and participate in planning the next steps.
Use for Planning				

LEVEL OF PERFORMANCE					
Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Learning Activities	Learning activities are not suitable to students or instructional goals. They do not follow an organized progression and do not reflect recent professional research.	Only some of the learning activities are suitable to students or instructional goals. Progression of activities in the unit is uneven, and only some activities reflect recent professional research.	Most of the learning activities are suitable to students and instructional goals. Progression of activities in the unit is fairly even, and most activities reflect recent professional research.	Learning activities are highly relevant to students and instructional goals. They progress coherently, producing a unified whole and reflecting recent professional research.	
Instructional Materials and Resources	Materials and resources do not support the instructional goals or engage students in meaningful learning.	Some of the materials and resources support the instructional goals, and some engage students in meaningful learning.	All materials and resources support the instructional goals, and most engage students in meaningful learning.	All materials and resources support the instructional goals, and most engage students in meaningful learning. There is evidence of student participation in selecting or adapting materials.	
Instructional Groups	Instructional groups do not support the instructional goals and offer no variety.	Instructional groups are inconsistent in suitability to the instructional goals and offer minimal variety.	Instructional groups are varied, as appropriate to the different instructional goals.	Instructional groups are varied, as appropriate to the different instructional goals. There is evidence of student choice in selecting different patterns of instructional groups.	
Lesson and Unit Structure	The lesson or unit has no clearly defined structure, or the structure is chaotic. Time allocations are unrealistic.	The lesson or unit has a recognizable structure, although the structure is not uniformly maintained throughout. Most time allocations are reasonable.	The lesson or unit has a clearly defined structure that activities are organized around. Time allocations are reasonable.	The lesson's or unit's structure is clear and allows for different pathways according to student needs.	

DOMAIN 2: THE CLASSROOM ENVIRONMENT

Component 2a: Creating an Environment of Respect and Rapport

LEVEL OF PERFORMANCE				
Element	Unsatisfactory	Basic	Proficient	Distinguished
Teacher Interaction with Students	Teacher interaction with at least some students is negative, demeaning, sarcastic, or inappropriate to the age or culture of the students. Students exhibit disrespect for teacher.	Teacher-student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures. Students exhibit only minimal respect for teacher.	Teacher-student interactions are friendly and demonstrate general warmth, caring, and respect. Such interactions are appropriate to developmental and cultural norms. Students exhibit respect for teacher.	Teacher demonstrates genuine caring and respect for individual students. Students exhibit respect for teacher as an individual, beyond that for the role.
Student Interaction	Student interactions are characterized by conflict, sarcasm, or put-downs.	Students do not demonstrate negative behavior toward one another.	Student interactions are generally polite and respectful.	Students demonstrate genuine caring for one another as individuals and as students.

Component 2b: Establishing a Culture for Learning

LEVEL OF PERFORMANCE				
Element	Unsatisfactory	Basic	Proficient	Distinguished
Importance of the Content	Teacher or students convey a negative attitude toward the content, suggesting that the content is not important or is mandated by others.	Teacher communicates importance of the work but with little conviction and only minimal apparent buy-in by the students.	Teacher conveys genuine enthusiasm for the subject, and students demonstrate consistent commitment to its value.	Students demonstrate through their active participation, curiosity, and attention to detail that they value the content's importance.
Student Pride in Work	Students demonstrate little or no pride in their work. They seem to be motivated by the desire to complete a task rather than do high-quality work.	Students minimally accept the responsibility to "do good work" but invest little of their energy in the quality of their work.	Students accept teacher insistence on work of high quality and demonstrate pride in their work.	Students take obvious pride in their work and initiate improvements in it, for example, by revising drafts on their own initiative, helping peers, and ensuring that high-quality work is displayed.

	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Expectations for Learning and Achievement	Instructional goals and activities, interactions, and the classroom environment convey only modest expectations for student achievement.	Instructional goals and activities, interactions, and the classroom environment convey inconsistent expectations for student achievement.	Instructional goals and activities, interactions, and the classroom environment convey high expectations for student achievement.	Both students and teacher establish and maintain through planning of learning activities, interactions, and the classroom environment high expectations for the learning of all students.	

Component 2c: Managing Classroom Procedures

LEVEL OF PERFORMANCE					
Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Management of Instructional Groups	Students not working with the teacher are not productively engaged in learning.	Tasks for group work are partially organized, resulting in some off-task behavior when teacher is involved with one group.	Tasks for group work are organized, and groups are managed so most students are engaged at all times.	Groups working independently are productively engaged at all times, with students assuming responsibility for productivity.	
Management of Materials and Supplies	Materials are handled inefficiently, resulting in loss of instructional time.	Routines for handling materials and supplies function moderately well.	Routines for handling materials and supplies occur smoothly, with little loss of instructional time.	Routines for handling materials and supplies are seamless, with students assuming some responsibility for efficient operation.	
Performance of Non-instructional Duties	Considerable instructional time is lost in performing noninstructional duties.	Systems for performing non-instructional duties are fairly efficient, resulting in little loss of instructional time.	Efficient systems for performing noninstructional duties are in place, resulting in minimal loss of instructional time.	Systems for performing non-instructional duties are well established, with students assuming considerable responsibility for efficient operation.	

Component 2d: Managing Student Behavior

LEVEL OF PERFORMANCE					
Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Expectations	No standards of conduct appear to have been established, or students are confused as to what the standards are.	Standards of conduct appear to have been established for most situations, and most students seem to understand them.	Standards of conduct are clear to all students.	Standards of conduct are clear to all students and appear to have been developed with student participation.	

	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Monitoring of Student Behavior	Student behavior is not monitored, and teacher is unaware of what students are doing.	Teacher is generally aware of student behavior but may miss the activities of some students.	Teacher is alert to student behavior at all times.	Monitoring by teacher is subtle and preventive. Students monitor their own and their peers' behavior, correcting one another respectfully.	
Response to Student Misbehavior	Teacher does not respond to misbehavior, or the response is inconsistent, overly repressive, or does not respect the student's dignity.	Teacher attempts to respond to student misbehavior but with uneven results, or no serious disruptive behavior occurs.	Teacher response to misbehavior is appropriate and successful and respects the student's dignity, or student behavior is generally appropriate.	Teacher response to misbehavior is highly effective and sensitive to students' individual needs, or student behavior is entirely appropriate.	

Component 2c: Organizing Physical Space

LEVEL OF PERFORMANCE					
Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Safety and Arrangement of Furniture	The classroom is unsafe, or the furniture arrangement is not suited to the lesson activities, or both.	The classroom is safe, and classroom furniture is adjusted for a lesson, or if necessary, a lesson is adjusted to the furniture, but with limited results.	The classroom is safe, and the furniture arrangement is a resource for learning activities.	The classroom is safe, and students adjust the furniture to advance their own purposes in learning.	
Accessibility to Learning and Use of Physical Resources	Teacher uses physical resources poorly, or learning is not accessible to some students.	Teacher uses physical resources adequately, and at least essential learning is accessible to all students.	Teacher uses physical resources skillfully, and all learning is equally accessible to all students.	Both teacher and students use physical resources optimally, and students ensure that all learning is equally accessible to all students.	

DOMAIN 3: INSTRUCTION

Component 3a: Communicating Clearly and Accurately

LEVEL OF PERFORMANCE					
Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Directions and Procedures	Teacher directions and procedures are confusing to students.	Teacher directions and procedures are clarified after initial student confusion or are excessively detailed.	Teacher directions and procedures are clear to students and contain an appropriate level of detail.	Teacher directions and procedures are clear to students and anticipate possible student misunderstanding.	

Component 3b: Using Questioning and Discussion Techniques					Comments
LEVEL OF PERFORMANCE					
Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Oral and Written Language	Teacher's spoken language is inaudible, or written language is illegible. Spoken or written language may contain many grammar and syntax errors. Vocabulary may be inappropriate, vague, or used incorrectly, leaving students confused.	Teacher's spoken language is audible, and written language is legible. Both are used correctly. Vocabulary is correct but limited or is not appropriate to students' ages or backgrounds.	Teacher's spoken and written language is clear and correct. Vocabulary is appropriate to students' age and interests.	Teacher's spoken and written language is correct and expressive, with well-chosen vocabulary that enriches the lesson.	
Quality of Questions	Teacher's questions are virtually all of poor quality.	Teacher's questions are a combination of low and high quality. Only some invite a response.	Most of teacher's questions are of high quality. Adequate time is available for students to respond.	Teacher's questions are of uniformly high quality, with adequate time for students to respond. Students formulate many questions.	
Discussion Techniques	Interaction between teacher and students is predominately recitation style, with teacher mediating all questions and answers.	Teacher makes some attempt to engage students in a true discussion, with uneven results.	Classroom interaction represents true discussion, with teacher stepping, when appropriate, to the side.	Students assume considerable responsibility for the success of the discussion, initiating topics and making unsolicited contributions.	
Student Participation	Only a few students participate in the discussion.	Teacher attempts to engage all students in the discussion, but with only limited success.	Teacher successfully engages all students in the discussion.	Students themselves ensure that all voices are heard in the discussion.	

Component 3c: Engaging Students in Learning

LEVEL OF PERFORMANCE

Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Instructional Materials and Resources	Instructional materials and resources are unsuitable to the instructional goals or do not engage students mentally.	Instructional materials and resources are partially suitable to the instructional goals, or students' level of mental engagement is moderate.	Instructional materials and resources are suitable to the instructional goals and engage students mentally.	Instructional materials and resources are suitable to the instructional goals and engage students mentally. Students initiate the choice, adaptation, or creation of materials to enhance their own purposes.	
Structure and Pacing	The lesson has no clearly defined structure, or the pacing of the lesson is too slow or rushed, or both.	The lesson has a recognizable structure, although it is not uniformly maintained throughout the lesson. Pacing of the lesson is inconsistent.	The lesson has a clearly defined structure around which the activities are organized. Pacing of the lesson is consistent.	The lesson's structure is highly coherent, allowing for reflection and closure as appropriate. Pacing of the lesson is appropriate for all students.	
Representation of Content	Representation of content is inappropriate and unclear or uses poor examples and analogies.	Representation of content is inconsistent in quality: Some is done skillfully, with good examples; other portions are difficult to follow.	Representation of content is appropriate and links well with students' knowledge and experience.	Representation of content is appropriate and links well with students' knowledge and experience. Students contribute to representation of content.	
Activities and Assignments	Activities and assignments are inappropriate for students in terms of their age or backgrounds. Students are not engaged mentally.	Some activities and assignments are appropriate to students and engage them mentally, but others do not.	Most activities and assignments are appropriate to students. Almost all students are cognitively engaged in them.	All students are cognitively engaged in the activities and assignments in their exploration of content. Students initiate or adapt activities and projects to enhance understanding.	
Grouping of Students	Instructional groups are inappropriate to the students or to the instructional goals.	Instructional groups are only partially appropriate to the students or only moderately successful in advancing the instructional goals of a lesson.	Instructional groups are productive and fully appropriate to the students or to the instructional goals of a lesson.	Instructional groups are productive and fully appropriate to the instructional goals of a lesson. Students take the initiative to influence instructional groups to advance their understanding.	

Component 3d: Providing Feedback to Students

LEVEL OF PERFORMANCE

Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Quality: Accurate, Substantive, Constructive and Specific	Feedback is either not provided or is of uniformly poor quality.	Feedback is inconsistent in quality: Some elements of high quality are present; others are not.	Feedback is consistently high quality.	Feedback is consistently high quality. Provision is made for students to use feedback in their learning.	
Timeliness	Feedback is not provided in a timely manner.	Timeliness of feedback is inconsistent.	Feedback is consistently provided in a timely manner.	Feedback is consistently provided in a timely manner. Students make prompt use of their feedback in their learning.	

Component 3e: Demonstrating Flexibility and Responsiveness

Element	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Lesson Adjustment	Teacher adheres rigidly to an instructional plan, even when a change will clearly improve a lesson.	Teacher attempts to adjust a lesson, with mixed results.	Teacher makes a minor adjustment to a lesson, and the adjustment occurs smoothly.	Teacher successfully makes a major adjustment to a lesson.	
Response to Students	Teacher ignores or brushes aside students' questions or interests.	Teacher attempts to accommodate students' questions or interests. The effects on the coherence of a lesson are uneven.	Teacher successfully accommodates students' questions or interests.	Teacher seizes a major opportunity to enhance learning, building on a spontaneous event.	
Persistence	When a student has difficulty learning, the teacher either gives up or blames the student or the environment for the student's lack of success.	Teacher accepts responsibility for the success of all students but has only a limited repertoire of instructional strategies to use.	Teacher persists in seeking approaches for students who have difficulty learning, possessing a moderate repertoire of strategies.	Teacher persists in seeking effective approaches for students who need help, using an extensive repertoire of strategies and soliciting additional resources from the school.	

PROFESSIONAL EXPECTATIONS

The following professional responsibilities are minimal expectations for all teachers. Failure to consistently meet these expectations shall result in administrative action.

	PERFORMANCE DESCRIPTORS	YES	NO	COMMENTS
1	The teacher attends, participates, and arrives on time for all required meetings.			
2	The teacher communicates effectively with parents, community members, staff, and administration.			
3	The teacher upholds and enforces school rules, administrative regulations, and board policies.			
4	The teacher participates in school activities and programs.			
5	The teacher works cooperatively and professionally with parents, community members, staff, and administration.			
6	The teacher keeps up-to-date in areas of specialization.			
7	The teacher consistently meets all deadlines set forth by the school and district.			
8	The teacher consistently adheres to assigned work hours and maintains good attendance. Number of days absent _____.			
9	The teacher keeps parents informed of student progress.			
10	The teacher follows the appropriate chain of command.			

Attachment 20

Union Elementary School District Support Staff Application form

UNION ELEMENTARY SCHOOL DISTRICT No. 17

3834 south 91st Ave. △ Tolleson, Arizona 85353

(623) 478-5005 ♦ Fax (623) 478-5006

SUPPORT STAFF APPLICATION

Please print in black or blue ink or use a typewriter. This application is part of the examination procedure. Incomplete information may affect your eligibility for employment.

Date: _____ Social Security Number: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone: () _____ () _____ () _____
Home Office Message

How long at the above address?: _____ (If less than one year, give previous address.)

Previous Address: _____
Street City State Zip

If Arizona resident, how long have you lived in Arizona?: _____

POSITION (S) APPLYING FOR:

FACILITIES:

- ☐ Crosswalk Attendant
- ☐ Lead Custodian
- ☐ Custodian
- ☐ Grounds Person
- ☐ Lead Maintenance
- ☐ Maintenance
- ☐ Maintenance/Grounds/Custodial
- ☐ Substitute Custodian

TRANSPORTATION:

- ☐ Bus Driver
- ☐ Bus Attendant
- ☐ Lead Mechanic
- ☐ Mechanic's Helper

MISCELLANEOUS:

- ☐ Administrative Assistant
- ☐ Administrative Secretary
- ☐ Finance Specialist
- ☐ Technology Support Assistant

- ☐ Library Clerk
- ☐ Migrant Clerk
- ☐ Nurse's Aide/Attendance Clerk
- ☐ District Office Clerk
- ☐ School Office Clerk
- ☐ Receptionist
- ☐ Paraprofessional (A.A. Degree or 60 Credit Hours required)
- ☐ Security Guard

OTHER:

☐ _____

LIST POSITION (S) IN THE ORDER OF PREFERENCE:

1. _____ 2. _____ 3. _____

Will you accept employment: ☐ Full-time ☐ Part-time ☐ Substitute ☐ Temporary

► AN EQUAL OPPORTUNITY EMPLOYER ◀

Is there any reason you would not be able to perform the duties of the position for which you are applying? ☐ NO ☐ YES

If yes, please explain: _____

Do you have a valid Arizona Driver License? ☐ NO ☐ YES If yes, what type? _____

When will you be available?: _____

Have you ever been asked to resign from a position? ☐ NO ☐ YES If yes, please explain: _____

Have you ever been dismissed from a position? ☐ NO ☐ YES If yes, please explain: _____

We may contact your former or current employer(s). Please list the names of individuals you **DO NOT** want us to contact and why: _____

Do you speak a language other than English fluently? ☐ NO ☐ YES If yes, which language(s)?: _____

SKILLS (Please check boxes that apply.)

- ☐ Typing _____ wpm
- ☐ Shorthand _____ wpm
- ☐ Multi-line Phone
- ☐ Calculator (by touch ☐ or sight ☐)
- ☐ Bookkeeping
- ☐ Food Handlers Course

- ☐ Visions
- ☐ Fax Machine
- ☐ Computer (types of software): _____
- _____
- _____
- _____

- ☐ Plumbing
- ☐ Electrical
- ☐ Carpentry
- ☐ Janitorial
- ☐ Grounds Maintenance
- ☐ Other _____
- ☐ Painting
- ☐ Mechanical
- ☐ Refrigeration
- ☐ Building Maint.

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4

	Name/Location	Dates Attended	Yr. Graduated	Credit Hours/Degree	Major Area of Study
High School					
College, University or Technical School					

Describe additional training not listed above (i.e., trade schools, business schools, etc.) _____

REFERENCES (List individuals not related to you)

NAME	ADDRESS	OCCUPATION	PHONE #	YEARS

EMPLOYMENT EXPERIENCE

IMPORTANT: Do not indicate "See Resume." List your most recent employment or related volunteer experience first. Be sure to list each change in title separately, even though with the same employer. Fill in all spaces. Be accurate and

complete. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached, but this section must be completed. Include military service if occurring within this period.

Company Name:		Duties:
Company Address:		
Company Phone Number:		
Kind of Business:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

Company Name:		Duties:
Company Address:		
Company Phone Number:		
Kind of Business:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

Company Name:		Duties:
Company Address:		
Company Phone Number:		
Kind of Business:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

Company Name:		Duties:
Company Address:		
Company Phone Number:		
Kind of Business:		If you supervised employees, please indicate the number and type (e.g. Clerical, Technical, etc.)
Supervisor's Name/Title:		
Your Title	From: _____ To: _____ Month/Year Month/Year	
Salary: \$	Check One: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Reason for Leaving:

"YES" answers to the following five (5) questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written

explanation will assist the District in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been arrested for, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "YES", you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).
☐ YES ☐ NO If yes, please explain: _____
2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES", you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination. ☐ YES ☐ NO If yes, please explain: _____
3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES", you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition. ☐ YES ☐ NO If yes, please explain: _____
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES", you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you. ☐ YES ☐ NO If yes, please explain: _____
5. Have you ever been arrested for a dangerous crime against children as defined in A.R.S. §13-604.01? ☐ YES ☐ NO
If "YES", you must provide details below, including date of conviction, court where convicted, sentence imposed and present status of conviction. _____

READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION

Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) if any information is omitted from or not filled in on this application, or if any false information is furnished, the District will reject my application; (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the District, I may be dismissed from employment, criminally prosecuted, and if certified, my Certificate may be revoked, if it is later determined that I have furnished false information on this application.

Signature of Applicant

Date

ETHNIC BACKGROUND FORM

The Union Elementary School District No. 62 is an Equal Opportunity/Affirmative Action Employer (EEOC) and attempts to be completely unbiased and fair in its employment practices. For this reason, we have eliminated any mention of race, national origin, or sex on the application forms. However, our Affirmative Action Plan requires that we keep a separate record to insure that female and/or ethnic minority applicants receive full consideration for all position openings. From this standpoint, it would be helpful to us if you indicate below your race, sex, etc.

THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND WILL NOT BE FILED WITH OR MADE A PART OF YOUR APPLICATION.

SPECIFY POSITION APPLIED FOR: _____
(i.e. Teacher, Clerk, Custodian, etc.)

RACE

SEX

- | | |
|--|---------------------------------|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Male |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Female |
| <input type="checkbox"/> Black | |
| <input type="checkbox"/> Caucasian | |
| <input type="checkbox"/> Hispanic (Includes persons of Mexican, Puerto Rico,
Latin American or other Hispanic Origins.) | |
| <input type="checkbox"/> Other _____ | |

PLEASE PRINT YOUR NAME: _____
(Last) (First) (M. I.)

SIGNATURE: _____ **DATE:** _____

**COMBINED DISCLOSURE NOTICE AND AUTHORIZATION
REGARDING INVESTIGATIVE CONSUMER REPORTS**

I understand that as a condition of my consideration for employment, or as a condition of my continued employment, **Union Elementary School** ("the company") may obtain a consumer report and/or investigative consumer report that includes, but is not limited to: employment and education verifications; social security number verification; criminal and civil court records; personal interviews; driving records; and/or any other public records or any other information bearing on my character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent the company and/or its designated agent, Universal Background Screening, to procure such a report. I understand that pursuant to the Federal Fair Credit Reporting Act, **Union Elementary School** will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making an adverse decision regarding my fitness for employment. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

NOTICE TO RESIDENTS OF CALIFORNIA, MINNESOTA AND OKLAHOMA ONLY:

If you would like to receive a copy of your background information obtained by Universal Background Screening, please indicate by checking the following box:

☐ Yes, please send me a copy of my report.

Signature

Date

Printed Name

Social Security Number

Attachment 21

Union Elementary School District 2007-2008 Support Staff Handbook (Classified & Exempt)

Union Elementary School District #62

*3834 S. 91st Ave * Tolleson, AZ 85353 * (623) 478-5005 * FAX (623) 478-5006*



2007-2008

SUPPORT STAFF

HANDBOOK

(CLASSIFIED & EXEMPT)

*Please sign and send to the Office of Human Resources
By September 28, 2007*

ACKNOWLEDGMENT OF RECEIPT

I have received and read the Union Elementary School District #62 2007-2008 Support Staff (Classified) Handbook.

I agree to comply with the policies set forth in the Handbook as a condition of my continued employment with the District.

I UNDERSTAND AND AGREE THAT THE 2007-2008 SUPPORT (CLASSIFIED) HANDBOOK AND ANY OTHER SCHOOL DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT.

Employee

Date

September 2007

Dear Faculty and Staff:

Welcome back to an exciting new school year. This year marks another year of our ongoing effort to improve upon the outstanding education provided by the Union Elementary School District. Working together as a team I know we can meet the challenges "head on" and continue to strive for success for our students.

This handbook will help to familiarize you with basic information about the District and services that are available to you. Please understand that this handbook is intended to provide you with some guidance about your employment at Union Elementary School District, it is also important to understand what this handbook is not intended to do. **THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.**

Please sign and return the Acknowledgment of Receipt to the Office of Human Resources after reviewing this handbook.

Sincerely,

Dr. Diane S. Hamilton
Chief Education Officer

Union Elementary School District #62

MISSION STATEMENT

The mission of the Union Elementary School District is to provide a stimulating environment which fosters a love of learning, promotes independent learners, produces responsible citizens and interacts with the community to develop each child's potential and self-esteem.

THE GOVERNING BOARD

Mr. Delson Sunn, Member

Mr. Luis Sanchez, Member

ADMINISTRATION

Dr. Diane Hamilton

Chief Educational Officer

Mr. Adrian Hernandez

Capital Operations Director

Ms. Kendell Paty

Food Services Director

Mr. Juan Ceja

Human Resources Director

Mr. Peter S. Davis

Receiver

Union Elementary School District #62

2007-2008 Calendar

180 School Days Total

JULY
0 School Days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST
15 School Days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER
19 School Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER
18 School Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER
19 School Days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER
13 School Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY
18 School Days

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY
19 School Days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH
16 School Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL
22 School Days

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY
21 School Days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE
0 School Days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August

6 Staff Returns (Opening Mtg.)
13 School Begins

September

3 Labor Day (No School)
7 Progress Reports

October

3 End of 1st Grading Period
4-5 Report Cards
½ Days for P/T Conferences
8-12 Fall Recess

November

12 Veterans' Day (No School)
16 Progress Reports
22-23 Thanksgiving Recess

December

19 End of 2nd Grading Period
Report Cards
20-31 Winter Recess

January

1-4 Winter Recess
21 Martin Luther King Day (No School)

February

6 Staff In-service Day (No School - Students)
8 Progress Reports
18 Presidents' Day (No School)

March

19 End of 3rd Grading Period
20-21 Report Cards
½ Days for P/T Conferences
24-28 Spring Break

April

7-18 AIMS Testing Window
25 Progress Reports

May

26 Memorial Day
30 ½ Day - Last Day School (Students and Teachers)
Final Report Cards



= No School



= ½ Day School



= Grade Reports

Union Elementary School District #62

Fiscal Year 2007-2008 Pay Calendar



Pay Periods	Start Date	End Date	Pay Date	
1.00	07/01/2007	07/04/2007	07/13/2007	
2.00	07/05/2007	07/18/2007	07/27/2007	
3.00	07/19/2007	08/01/2007	08/10/2007	*1st Teacher Pay
4.00	08/02/2007	08/15/2007	08/24/2007	
5.00	08/16/2007	08/29/2007	09/07/2007	
6.00	08/30/2007	09/12/2007	09/21/2007	
7.00	09/13/2007	09/26/2007	10/05/2007	
8.00	09/27/2007	10/10/2007	10/19/2007	
9.00	10/11/2007	10/24/2007	11/02/2007	
10.00	10/25/2007	11/07/2007	11/16/2007	
11.00	11/08/2007	11/21/2007	11/30/2007	
12.00	11/22/2007	12/05/2007	12/14/2007	
13.00	12/06/2007	12/19/2007	12/28/2007	
14.00	12/20/2007	01/02/2008	01/11/2008	
15.00	01/03/2008	01/16/2008	01/25/2008	
16.00	01/17/2008	01/30/2008	02/08/2008	
17.00	01/31/2008	02/13/2008	02/22/2008	
18.00	02/14/2008	02/27/2008	03/07/2008	
19.00	02/28/2008	03/12/2008	03/21/2008	
20.00	03/13/2008	03/26/2008	04/04/2008	
21.00	03/27/2008	04/09/2008	04/18/2008	
22.00	04/10/2008	04/23/2008	05/02/2008	
23.00	04/24/2008	05/07/2008	05/16/2008	
24.00	05/08/2008	05/21/2008	05/30/2008	
24.50	05/08/2008	06/02/2008	06/02/2008	*Last Teacher Pay
25.00	05/22/2008	06/04/2008	06/13/2008	
26.00	06/05/2008	06/18/2008	06/27/2008	
27.00	06/19/2008	06/30/2008	06/30/2008	

Union Elementary School District #62

2007-2008 Support Staff (Classified & Exempt) Handbook

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ALCOHOL USE BY STAFF

The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited. Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations. When it is evident that a staff member has consumed alcoholic beverages or used illegal drugs off school property and/or before a school activity, he/she will not be allowed to be on the school grounds or participate in school activities. ***Staff that violates this policy will be given the same penalties as for possession and/or consumption on school property.***

ASSIGNMENTS & TRANSFERS

The Chief Educational Officer may make changes in the assignment of employees in accordance with the needs, requirements and best interests of the District. An employee who desires to transfer to another position within the District shall submit a Personnel Action Request form in writing to Human Resources after obtaining the supervisor's signature. When vacancies occur, individuals who have requested transfers shall be considered for the positions. However, an employee will be transferred only when it is in the best interest of the District and the employee is qualified for the position.

BACKGROUND CHECKS

All support staff will be subject to periodic background checks after employment as deemed necessary by administration.

DISCIPLINE, SUSPENSION & DISMISSAL OF SUPPORT STAFF MEMBERS

Procedures for disciplining a Support Staff member are given priority with the goal of correcting inappropriate behavior. When appropriate, the following procedures may be implemented under the concept of progressive discipline in which the penalty may be increased as the frequency or severity of the infraction increases. ***An employee who fails to respond to such attempts to correct inappropriate behavior may be dismissed.*** When an infraction is serious, the Support Staff member may be suspended or dismissed as a first step.

Discipline

Minor Disciplinary Action

A support staff member may be disciplined for any conduct that, in the judgment of the District, is inappropriate. Minor disciplinary action includes, without limitation thereto, verbal or written reprimands, suspension with pay, or suspension without pay for a period of five (5) days or less. Minor disciplinary action shall be imposed by the support staff member's supervisor. A support staff member who wishes to object to a minor disciplinary action shall submit a written complaint to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the complaint and may confer

with the support staff member, the supervisor, and such other persons as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final.

Suspension without Pay for More than Five Days

At-will employees The employment of an at-will employee may be suspended without pay for a period of more than five (5) days by action of the Chief Educational Officer for any conduct by the employee that, in the judgment of the Chief Educational Officer, is inappropriate. Before suspending an at-will employee, the Chief Educational Officer will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Chief Educational Officer's decision will be final.

Term employees The employment of a term employee may be suspended without pay for a period of more than five (5) days by action of the Chief Educational Officer for any conduct that, in the judgment of the Chief Educational Officer, is inappropriate. If the Chief Educational Officer intends to suspend a term employee without pay for more than five (5) days, the notice and hearing procedures prescribed for the dismissal of term employees shall be followed, except that the hearing officer shall be designated by the Chief Educational Officer and the findings of the hearing officer shall be a final decision. At the Chief Educational Officer's option, the Chief Educational Officer may request that the Governing Board act as the hearing officer. If the hearing officer or the Governing Board finds that there is not cause to suspend the employee without pay for more than five (5) days, the Chief Educational Officer may, after reviewing the findings, impose minor disciplinary action.

At-will employees The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Chief Educational Officer recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.

Term employees The employment of a term employee may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the purposes of this provision, *cause* means any conduct that, in the judgment of the District, is detrimental to the interests of the District or its personnel or students and shall include, without limitation thereto, the following:

- | | |
|---|--|
| -Absence without leave | -Abuse of leave |
| -Alcohol or drug impairment | -Child abuse or molestation |
| -Discourteous treatment of the public | -Dishonesty |
| -Excessive absenteeism | -Fraud in securing employment |
| -Improper attitude | -Incompetence or inefficiency |
| -Insubordination | -Neglect of duty |
| -Unauthorized use of school public property | -Violation of a directive of a supervisor |
| -Unlawful conduct | -Use of illegal drugs |
| -Violation of a District policy or regulation | -Unauthorized possession of a weapon on school grounds |

If the Chief Educational Officer recommends termination of a term employee, a copy of the recommendation shall be delivered to the employee. The employee may request a hearing within five (5) work days after receipt

of the recommendation. If a hearing is requested, the Chief Educational Officer shall deliver a written notice of the time and place of the hearing and a written statement that gives the reasons for the recommendation, a list of persons whom the Chief Educational Officer expects to testify in support of the recommendation (together with a brief summary of what each person is expected to say), and a general description of any other evidence that the Chief Educational Officer at the time believes may be presented at the hearing in support of the recommendation. The hearing shall be conducted by the Governing Board or by a person designated by the Governing Board within not less than five (5) work days and not more than thirty (30) calendar days after a request for hearing is submitted by the employee. The date of the hearing may be postponed by stipulation of the employee and the District, or by and in the sole discretion of the Governing Board or the hearing officer, or at the request of the aggrieved employee or the District for such reason or reasons as the Governing Board or hearing officer may deem appropriate.

The employee may be represented at the hearing by counsel, at the employee's expense. The employee shall have the opportunity to present witnesses and to cross-examine any witnesses presented by the District. Formal rules of evidence shall not apply. A record of the hearing shall be made by use of a mechanical device.

If a hearing officer is used, the hearing officer shall prepare a written statement of findings as to whether there is cause for termination of the employee and submit it to the Governing Board within ten (10) work days after the conclusion of the hearing. The Governing Board shall review the written statement and, if desired, the record, and the Governing Board's decision whether to accept the findings and whether to terminate employment or to impose other discipline shall be a final decision. If the Governing Board conducts the hearing, it shall render a decision within ten (10) days after the conclusion of the hearing.

General Matters

Failure to object to a disciplinary action or take other action within the time limitations set forth in this policy shall mean that the employee does not wish to pursue the matter further. Complaints filed after the expiration of the applicable time limitation will not be considered.

The filing or pendency of a complaint or other form of grievance pursuant to this policy shall in no way limit or delay action taken by the supervisor or the Chief Educational Officer authorized by this policy to take such action. A complaint relating to minor disciplinary action, suspension without pay for more than five (5) days, or dismissal shall not be processed as a grievance. None of the procedures of this policy shall alter the status of an at-will employee. This policy does not apply to:

- Any administrative recommendation or Governing Board action, discussion, or consideration involving the non-renewal of a term employee.
- Ratings, comments, and recommendations made in the course of an evaluation of a support staff member. The decision of the Chief Educational Officer to place a support staff member on administrative leave. Counseling of or directives to a support staff member regarding future conduct.

DRESS CODE

As indicated in the Staff Conduct Policy, all staff members will dress professionally and maintain a general appearance so as to reflect their position and not be detrimental to the educational program of the school. In order to be a good role model for students, staff members should follow the same rules and regulations as the students as far as items that are not acceptable to be worn to school. For example: shorts/skorts are not

considered acceptable attire for employees unless they are being worn in conjunction with a special activity or field trip. Skorts **are not acceptable** for maintenance, custodial and cafeteria staff due to safety concerns. Any staff member who is issued a uniform is required to wear the uniform as assigned.

DRUG-FREE WORKPLACE

No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace, alcohol or any narcotic drug, hallucinating drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where student or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

As a condition of employment, each employee shall notify his Supervisor of his/her conviction under and criminal drug statute for a violation occurring in the workplace, as defined above, no later than five (5) days after such conviction.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which MAY INCLUDE, BUT IS NOT LIMITED TO, DISMISSAL--district policy (GBCB (2).)

Employee Drug Use — The non-medical possession or use or abuse of drugs and/or use of alcohol is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be in possession of, using, or abusing drugs or using alcohol shall be reported immediately to the Principal or other person in charge. The Chief Educational Officer shall be notified immediately.

EMERGENCY DATA

It is the responsibility of each employee to keep emergency and residential information up-to-date with Human Resources and the School Office.

Each employee is required to inform Human Resources and the School Office of the name, telephone number and address of the person to be notified in the event of an emergency.

EMPLOYEE ABSENCES

Any employee who will be absent from school/work must provide notice as soon as possible by calling or using the internet. The District utilizes the AESOP absence and sub calling system to track employee attendance and for securing substitutes. You are required to **state the reason for your absence.**

AESOP
Absence Line:
1-800-942-3767 or
www.aesoponline.com
(Please call prior to 6:00 a.m.)

EQUAL OPPORTUNITY EMPLOYMENT

Discrimination against any individual for reasons of race, color, religion, sex, age, national origin, and handicap is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons

EVALUATIONS

All Support Staff shall be evaluated by the appropriate Supervisor or Administrator. A written evaluation of effectiveness of each Support Staff member will be conducted at least once each year. The evaluation will be used to increase job proficiency and for recommendation of continued employment. A copy of the Evaluation Instrument may be obtained from Human Resources.

EXPENSE REIMBURSEMENT

District Authorized Travel: School employees who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of support receipts **(provided that prior authorization has been granted by the Chief Educational Officer or the Chief Educational Officer's designee.)**

Overnight Trips: Prior Board approval is required from the District for all overnight trips and all trips of more than 100 miles one-way. If there is no cost involved, other than the use of District vehicle, the Chief Educational Officer may approve such trips. **In an emergency, the Chief Educational Officer may approve these trips if it is determined that the trips are required for the efficient operation of the District.**

District This authority is generally limited to travel by members of the Administrative Staff. Reimbursement amounts shall not exceed the maximum accounts established pursuant to A.R.S. §38-624(c).

HEALTH INSURANCE

The District will provide group insurance coverage with a Major Medical insurance plan, dental plan, vision plan, and a Life and Accidental Death and Dismemberment provision for each eligible employee. Premiums for these benefits will be paid for by the District. Employees become eligible for this benefit on the first day of the month following their hire date if all appropriate enrollment forms are submitted to the Office of Human Resources otherwise, insurance may begin later. Short-term disability insurance participants' becomes active on the first day of the month following their hire date. Upon termination of employment, group insurance coverage will cease at the end of the same month.

Employees who wish to have their spouse and/ or children covered by any of the above referenced insurance plans (with the exception of short-term disability) may apply at the time of the employee's initial enrollment or at the annual Open Enrollment period. The **premium payment for insurance coverage for dependents will be paid by the employee through payroll deductions.** Dependents include the spouse and any unmarried children up to age 19. Unmarried dependent children, who are full-time students in a college or university, and taking a minimum of 12 credit hours, are considered eligible dependents up to age 23.

COBRA

Participating employees who take a Leave-of-Absence or terminate employment may continue to participate in the district health care program for a period of 18 months through COBRA. The employee must assume personal responsibility for the payment of all premiums. Insurance shall remain in force during any period an employee is taking accumulated sick leave or utilizing donated sick leave days.

HOLIDAYS

Full-time employees are entitled to payment for the designated number of holidays that occur during their normal work year. If a holiday does not fall in the employee's scheduled work year, the employee will not receive holiday pay. Employees terminating employment the day before a holiday will not be paid for the holiday. Employees who are on a Leave of Absence Without Pay will not receive payment for any holiday that may occur during the absence.

LEAVES AND ABSENCES

Sick Leave -- Sick Leave for classified personnel is a designated amount of compensated leave that may be granted for sick leave purposes to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties of his/her position. Family, for purposes of sick leave, shall include:

Spouse	Grandchildren
Children	Parents of Spouse
Parents	Brother/Sister of Spouse
Brother/Sister	Son/Daughter-In-Law
	Grandparents

Exceptions to the above must have the Chief Education Officer's approval. The Chief Education Officer may request a physician's verification regarding Family Illness Leave.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Chief Educational Officer). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine (1) whether or not the continued use of sick leave is appropriate or (2) whether return to duty is appropriate.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days.

Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed. The unused portion of such allowance shall accumulate to a maximum of one hundred (100) work days, at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below one hundred (100) work days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a classified employee exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any classified employee who does not serve a full school year shall be prorated based upon the number of days worked in their contract. The salary of any classified employee terminating service prior to the end of the school year shall be adjusted to compensate for any sick leave days taken in excess of those days earned.

Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

At the time Sick Leave is requested for sick leave purposes, staff members shall inform the Chief Education Officer of the following:

- ◆ Purpose for which leave is being taken
- ◆ Expected date of return from leave
- ◆ Where he/she may be contacted during the leave

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Personal Leave A maximum of two (2) days of sick leave for the current school year may be taken as personal leave days. Such days may be used for any personal reason. If an employee has used sick leave for sick-leave purposes, the two (2) days allotted for personal leave shall be decreased on a day-per-day basis if used for sick-leave purposes.

No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the principal. All personal leave requests must be in writing, except for emergencies.

Requests shall be acted upon in order of receipt, and the availability of substitutes may limit the number of requests granted at any one time. Personal leave generally will not be granted during the following periods:

The employee should provide the Supervisor with at least a four (4) day notice.

- ➔ On the day immediately preceding or following a holiday or vacation
- ➔ During the first two (2) weeks of school or the last two (2) weeks of school

When requesting a Leave of Absence for any of the above reasons, the employee must complete a Leave Request Form with all necessary information. On Personal Days and Vacation requests, a **notice of at least**

four (4) days will be required so that arrangements may be made for a substitute, if one is needed.

The PAR must be submitted to the immediate Supervisor for approval. If for some reason the Supervisor does not approve the leave, the Supervisor will notify the employee regarding the decision.

If the request is approved, the Supervisor will forward the LRF to Human Resources for approval. After receiving and approving the LRF, Human Resources will return a copy of the PAR to the employee. The original copy of the LRF will be placed in the employee's personnel file. If the employee has not received a copy of the LRF at least one day prior to the requested leave day, the employee should contact the immediate Supervisor to verify if it has been approved and appropriate arrangements have been made for the employee's absence.

Absent Without Leave -- An employee shall be deemed Absent Without Leave when absent from work because of:

- (1) A reason that conforms to a policy currently in effect, but the maximum number of days provided for in that policy will be exceeded.
- (2) A reason that does not conform to any policy currently in effect, or
- (3) Failure to report to work without prior notification to the Chief Education Officer or designee.

In no case shall an employee be compensated for time lost due to being absent without leave.

An employee is subject to disciplinary action including dismissal, if: (1) he/she is absent from work without prior approval, or (2) prior approval was impossible due to the unusual circumstances and approval for the employee's absence is denied upon his return.

Legal: Jury Duty, Military, or Other Political Subdivision Duty Leave — It is recognized by the Board that no employee is exempt from Jury Duty and that leaves of absence for such duty must be granted. In special cases, the Chief Educational Officer may write a letter to the Jury Commissioner of Maricopa County requesting that the employee be excused from Jury Duty. In addition, the Board recognizes the fact that its employees have citizenship responsibilities and, in order to make it possible for said employees to carry out their responsibilities to the city, county, state, or nation, the Board will grant leaves, in addition to Jury Duty, for services in the State Legislature and when called to attend field training services for the Military Reserve or Arizona National Guard. Such leave will not count as experience to advance on the Salary Schedule.

Persons volunteering for Military Service, except in time of declared war, will not be considered for long-term Military Leave.

When an employee receives notice that requires leave as outlined above, it is the responsibility of the employee to notify the Chief Educational Officer or Principal.

Salary payments for the various types of leaves are as noted below:

- An employee on Jury Duty may receive only his or her regular salary.
- It is the responsibility of the employee to reimburse the School District for Jury Duty pay when such payment is made directly to the employee. Exception: employee may keep payment for mileage.
- An employee excused for Jury Duty after being summoned shall report for duty at his assigned school as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed. (A.R.S. §21-236).

- An employee serving in the legislature shall be paid his regular salary less the salary paid by the state for days the employees misses due to legislative duty A.G. Opinion 65-30-(c)
- An employee who is a member of the Military Reserve of National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training (A.R.S. §26-168(A) and §38-610).

An employee may be granted leave, without loss of salary, if subpoenaed to participate in a court-required legal responsibility. A copy of the subpoena must be presented to the Office of Human Resources prior to the leave.

Leave of Absence Without Pay -- The District recognizes that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the District. To address such situations, a leave of absence, without pay, may be granted a member of the certificated staff for **no longer than one year**.

A Leave of Absence may be requested for, but not limited to, the following purposes:

- Additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented.
- To provide for an unpaid leave in a situation where the employee will be absent from work because of (1) a reason that conforms to a policy currently in effect, but the maximum number of days provided for in the policy will be exceeded, or (2) A reason that does not conform to any policy currently in effect.
- For a Leave of Absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.
- For leave under the Family and Medical Leave Act (FMLA).

A "Leave of Absence" requested pursuant to this policy will need to be approved by the Chief Educational Officer, if the leave period does not exceed 12 weeks. If the leave period exceeds 12 weeks, it must be recommended by the Chief Educational Officer and approved by the Governing Board.

A request for "Leave of Absence" shall not be denied by the District if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for "Leave of Absence" may be granted or denied by the District at its sole discretion.

Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request. The "Leave of Absence" shall be only for the purpose and duration approved and may not be extended without written approval by the District.

All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick leave, personal days, and other paid leave shall be applied to the leave period unless otherwise stipulated by the District or prohibited by the Family and Medical Leave Act.

Family and Medical Leave Act -- Any employee who has been ***employed by the District at least 12 months and who has completed at least 1,250 hours of service immediately prior to the time the leave is to commence*** shall be eligible for FMLA leave. The District shall fully comply with the Family and Medical

Leave Act and all interim and final regulations interpreting the FMLA issued by the U. S. Department of Labor. Accordingly, all portions of this policy that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee of the District may take up to 12 weeks of leave (FMLA leave) during any one fiscal year (July 1 to June 30), without pay, for any one or more of the following reasons:

- ① The birth and care of a newborn child
- ② The placement of a child with the employee due to adoption or foster care
- ③ The care of a family member who has a serious health condition
- ④ The serious health condition of an employee which inhibits his/her ability to function and perform the duties of their position.

Bereavement Leave -- An employee may be granted, upon request to the Chief Education Officer, up to five (5) days of leave per year, with pay, to be used in the event of death in the employee's immediate family. See page 11 for definition of family.

Extensions of Bereavement Leave may be granted upon personal request, but all extensions shall be deducted from the employee's Personal Leave.

Sabbatical Leave -- A Sabbatical Leave of Absence may be granted to certified and administrative personnel for a maximum of one year when conforming to Arizona Revised Statutes §15-510(D) (E).

Application for Sabbatical Leave must be received by January 31. It will be considered within the framework of all applicable laws, on the basis of improvement of professional preparation and/or the educational program of the district, current assignment of the individual, value of the leave to the District, and funds that are available. An employee granted Sabbatical Leave will be governed by applicable Arizona Revised Statutes.

LUNCH PERIODS/ BREAKS

Lunch periods are a minimum of 30 minutes. Variations may be approved by the Supervisor. The Supervisor will discuss the lunch schedule with the employee.

Two fifteen (15) minute Rest periods or "**Break Times**" are considered to be part of the regular work day and are granted on a daily "use or lose" fringe benefit only basis. The rest periods may not be accumulated beyond one work day to be used for time off. Utilization of these rest periods shall be scheduled at the discretion of the employee's immediate Supervisor.

NO BREAKS IN SCHOOL OFFICES.

OVERTIME COMPENSATION

Overtime — Prior approval by the Chief Educational Officer and the Receiver is required for all overtime.

Flex Hours — Prior approval by the immediate Supervisor is required to change the scheduled work day of hourly employees. Flex Hours may be established for hours worked beyond the work day. The employee is to take off the same number of hours within the work week to maintain their normal number of hours worked per week.

If an employee takes a Personal Day, Sick Leave, or Vacation during the week, the hours the employee is out

do not count as hours worked, though they are being paid. In turn, any hours worked beyond 40 hours during such a week would be paid as "straight time."

If an employee is required to work on a day that is designated a paid holiday, the employee will be granted an equivalent floating holiday to be taken on another date.

PERSONNEL ACTION REQUEST/LEAVE REQUEST FORM

Personnel Action Requests (PAR's) forms are used for employment, promotion, reclassification, extended absences or other changes of employee duties.

Employees must complete a Leave Request Form (LRF) for all expected absences from work, such as: Personal Day, Bereavement Leave, Workshop attendance, etc. The following procedures should be followed when completing a Personnel Action Request (PAR) and a Leave Request Form (LRF).

■ Vacation, Bereavement, Professional, School Business Leaves

When requesting a Leave of Absence for any of the above reasons, the employee must complete a LRF form with all the necessary information. **A notice of at least five days** will be required on Personal Days, and Vacation requests so that arrangements may be made for a substitute, if one is needed. .

- The LRF must be submitted to the immediate supervisor for approval. If for some reason the Supervisor does not approve the leave, the Supervisor will notify the employee regarding the decision.
- If the request is approved, the Supervisor will forward the LRF to Human Resources for approval. After receiving and approving the LRF, Human Resources will return a copy of the LRF to the employee. The original copy of the LRF will be placed in the employee's personnel file. ***If the employee has not received a copy of the LRF by at least one day prior to the requested leave day, the employee should contact the immediate supervisor to check if it has been approved and appropriate arrangements have been made for the employee's absence.***

■ Workshops and Conferences

The employee must complete a LRF with all the necessary information regarding the workshop/conference. If any cost is involved in attending the workshop or conference, the employee must complete a Purchase Requisition Form and attach it to the LRF.

If a District vehicle is needed, the employee must also complete a "Vehicle Request Form" and submit it with the LRF and Purchase Requisition.

A FLYER DESCRIBING THE WORKSHOP/CONFERENCE OR AN OUTLINE OF THE PROGRAM SHOULD ALSO BE ATTACHED TO THE LRF.
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All necessary forms must be submitted to the immediate supervisor for approval at least **seven working days** prior to the date of the workshop/conference. Special Education and Special Areas Staff will also require

approval from the Director of Special Education. If the request is not approved, the supervisor will notify the employee of the decision.

If the request is approved by the supervisor, the LRF along with any other pertinent forms will be forwarded to Human Resources. Human Resources, in turn, will give the Business Office the attached Purchase Requisition form along with a copy of the LRF for processing. The employee's copy of the LRF will be returned to the employee.

If a vehicle has been requested, Human Resources will forward the Vehicle Request Form to the Director of Capital Operations. If a vehicle is available, the Director will approve the request and notify the employee. The employee will be responsible for the pickup and return of the District vehicle. Times should be arranged with the Director of Capital Operations.

PERSONNEL RECORDS

The District will maintain a complete and current official personnel file for each District employee. Employees will be advised of, and will be permitted to review and comment on, all information of a derogatory nature to be placed in their respective personnel files. The employee may prepare a written reply to such information and such reply, if any, will be appended to the information in the file.

All documents within a personnel file are confidential, and the District may create such sub-files within a personnel file as are appropriate to insure confidentiality and efficient use of the file. Access to personnel files will be limited to authorized District officials and employees. Individual Board members shall have access only when specifically authorized by the Board, as evidenced by action of a quorum of the Board in a legal meeting properly noticed. Employees may review their own files by making written requests to the Chief Educational Officer. Confidential information obtained prior to an employee's employment, such as recommendations, will not be available for review by the employee. Documents within a personnel file may be reviewed by the public only to the extent that disclosure is compelled as a public record.

POSTING OF SUPPORT STAFF VACANCIES

All vacancies for Support Staff positions will be posted throughout the District for a minimum of three (3) days. Vacancies may also be posted with other outside agencies. In case of an emergency, vacancies will be posted for fewer days.

PROHIBITED PERSONNEL PRACTICE

It is prohibited personnel practice for any District employee, who has control over personnel actions, to take reprisals against another employee for a disclosure of a matter of public concern, by that other employee to a public body when the employee believes there has been:

- * A violation of law.
- * Mismanagement, a gross waste of monies, or an abuse of authority.

An employee, or former employee, who believes that a personnel action taken against him/her is the result of his/her disclosure of information under A. R. S. § 38-532 shall make a complaint to the Board. The Board shall make a determination pursuant to the rules under A. R. S. § 41-785.

RESIGNATIONS

Employees voluntarily terminating their service with the District are expected to give advance notice of not less than two (2) weeks. **This notice should be submitted to the Supervisor in writing and should specify the last day of work and the reason for terminating.** Authorized unused vacation credit will be paid to employees with the last paycheck.

SALARY SCHEDULES

Initial Placement on Salary Schedule — The initial placement on the Salary Schedule for all new Support Staff personnel and for all currently employed personnel selected for another position in the District will be recommended by the Chief Educational Officer and approved by the Board. The Chief Educational Officer's recommendation will be based on consideration of the candidate's qualifications, relevant job experience, and years of District employment, if applicable.

Salary Advancement — Salary advancements for regular twelve (12) month employees are granted only at the beginning of each fiscal year (July 1st). An employee must work one day more than one-half of the year to receive a step advancement in salary.

SEXUAL HARASSMENT

All individuals associated with this District (including, but not necessarily limited to, the Governing Board, the Administration, the staff, and students) are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the School Staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.

- Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a Poor Performance Report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendations or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Chief Educational Officer as provided in the Policy Handbook.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

SMOKING ON SCHOOL PREMISES BY A STAFF MEMBER

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other district vehicles.
- Off-campus school-sponsored events.

Under the provisions of A.R.S. § 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with Arizona Revised Statute 15-712.

STAFF/BOARD COMMUNICATIONS

Any employee or group of employees, desiring to address the Board on school-related matters shall direct their communication to the Board in accordance with Policy. All such communication should be in writing, and no anonymous correspondence will be considered by the Board.

Any employee, who wishes to address the Board in the employee's capacity as a parent, District resident, or individual, rather than as an employee, may do so by following the procedures in policy.

Official communications, policies, directives, board concerns, and Board action(s), as appropriate, will be communicated to employees by the Chief Educational Officer.

STAFF CONDUCT

All employees of the district are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and district property. No employee shall, by action or inaction, interfere with or disrupt any district activity or encourage any such disruption. No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the district, and carry out all applicable orders issued by the district administrator. Potential consequences to employees of the district who violate these rules may include, but are not limited to:

- ☞ Removal from school grounds.
- ☞ Both Civil and Criminal sanctions which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, of the Arizona Revised Statutes.
- ☞ Warning.
- ☞ Reprimand.
- ☞ Suspension.
- ☞ Dismissal.
- ☞ Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

Reporting Suspected Crimes or Incidents –

Staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to their immediate supervisors. All such reports shall be communicated to the Chief Educational Officer who shall be responsible for reporting the suspected crimes or incidents to local law enforcement.

Use of Force by Supervisory Personnel — Any Administrator, Teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in

self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

STAFF ETHICS

The Educational Employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just and courteous communications and relationships with pupils, parents, staff members, Supervisors, and others.
- Strives for the maintenance of his efficiency and knowledge of developments in his field of work.
- Fulfills professional responsibilities with honesty and integrity.
- Does not participate in the promotion of conflict or negative hearsay.
- Makes courteous, professional criticism, and constructive suggestions directly to School Administration.
- Supports the principle of due process and protects the Civil and Human Rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Accepts administrative directives.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Accepts academic degrees or professional certification only from duly accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.

- Respects and follows line of authority.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

STAFF GIFTS AND SOLICITATION GIFTS

Gifts -- Pupils, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy. Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

Solicitations — No school employee shall use his/her position in the District to influence parents or pupils to purchase books or other merchandise, except for materials approved by the Chief Educational Officer for use in the classroom. Solicitation of employees and/or pupils by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Chief Educational Officer of Schools in advance. No other solicitations shall be made by or of employees during official duty time.

STAFF GRIEVANCES

Effective communication between District employees, the Administrative Staff, and the Board is essential for an effective operation of the schools. The Governing Board, therefore, authorizes the Chief Educational Officer to establish a grievance procedure for employees as the prescribed means of resolving grievances, at the earliest date and the lowest possible Administrative level.

Definition — A grievance is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. A grievant shall be any employee of the District filing a grievance.

Terms and conditions of employment mean the hours of employment, the compensation; therefore, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the School District. A day is any day in which the schools of the District are operating. The immediate Supervisor is the lowest-level administrator having line supervisory authority over the grievant.

Informal Level — Before filing a formal written grievance, the grievant must attempt to resolve it by one or more informal conferences with the immediate Supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference or any subsequent conference.

Formal Level --

Level I: Within five (5) days after the last informal conference, the grievant must present the grievance in writing to the immediate Supervisor.

The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought. The immediate Supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.

Within the above time limits, either party may request a personal conference to attempt to resolve the matter.

Level II: In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Chief Educational Officer within five (5) days after receipt of the decision. The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Chief Educational Officer or the designee shall conduct an investigation of the grievance and shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the Chief Educational Officer may request a personal conference within the above time limits.

Level III: If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the President of the Governing Board. The Board will review the appeal and will issue a response within fifteen (15) days. The Board response constitutes the final decision.

General Provisions --

Section 1: Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within ten (10) days after the employee knows, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

Section 2: The filing or pendency of any grievance under the provisions of this regulation shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Chief Educational Officer.

Forms may be obtained from the School Office.

STAFF HEALTH AND SAFETY

All employees shall be covered by Worker's Compensation Insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the Supervisor's Office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

Any employee, who has an accident, no matter how slight, while on duty, shall notify his/her Supervisor immediately. A **Supervisor's Report of Industrial Injury** will be completed and signed by the supervisor. The blue copy will go with the injured employee to the medical facility. Injured employees should go for treatment to:

**Concentra Medical Center
5340 W. Buckeye Rd. Ste 3
Phoenix, Arizona 85043
M-F 6 a.m. – 10 p.m.
(602) 233-2117**

Employees should return to work with instructions from the **Concentra** doctor regarding fitness for duty. Failure to follow this procedure could result in the loss of Worker's Compensation benefits.

Employees may be required by the Chief Educational Officer or designee, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate. When, in the opinion of his/her immediate Supervisor and/or the Chief Educational Officer, the employee's ability to fulfill his/her duties is jeopardized by his/her physical or emotional condition, the Governing Board may require a complete health examination by a fully licensed physician. The expense of such examination will be paid for by the District.

Communicable Diseases — Any staff member with, or recovering from, a communicable disease will not be permitted to work until the period of contagion is passed or until a doctor recommends a return, in accordance with Arizona Law, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Workman's Compensation -- All employees are covered by Industrial Injury Insurance. An employee of the District, who suffers an accident while actively employed, is required to report the injury to the Supervisor within twenty-four (24) hours after the injury occurs. Should there be circumstances under which the individual would be unable to render such a report, it must be verified by medical authority. The District Office will then proceed in accordance with paragraph four under the heading of "Staff Health and Safety." The following will govern all Industrial Commission claims:

- If the claim is approved, the doctor bill will be paid by the Workman's Compensation Insurance.
- If less than seven (7) days are lost because of injury, the employee will be charged one day of Sick Leave for each working day absent.
- If the employee should be absent more than seven (7) working days, he/she will receive Workman's Compensation pay equal to approximately two-thirds of his/her monthly pay. The employee shall receive compensation from the School District equal to the difference between compensation and regular salary. During this time, the employee will be charged one-third day Sick Leave for each working day absent.
- In no event will an injured employee receive a combined salary from Workman's Compensation and District salary in excess of his/her regular salary.
- When accumulated Sick Leave has been exhausted, the employee will be removed from Payroll and will receive his/her industrial compensation.

SUPPORT STAFF HIRING

(EMPLOYMENT STATUS)

All support staff personnel are either term employees or at-will employees of the District.

Definitions:

Term employee. A term employee is a support staff member who is employed by the District pursuant to a letter of agreement that specifies the duration of the employment, which shall not exceed one year. All support staff members who are not term employees are at-will employees.

At-Will Employee. An at-will employee is a support staff member who is employed by the District for no specific term and who has no right of continued employment. The employment of an at-will employee may be

terminated by action of the Governing Board for any reason, with or without advance notice, as recommended by the Chief Educational Officer. The at-will employee will have no rights indicated in any policy, regulation, or District handbook.

Vacation and sick leave begin to accrue on the month following the date of hire.

Eligible employees may immediately enroll in the District's health care insurance program. Insurance becomes active on the date of hire, if the appropriate enrollment forms are submitted to the Office of Human Resources within one week of the date of hire.

Industrial insurance coverage begins with the initial date of employment. Arizona State Retirement System deductions and contributions will begin at the time of initial employment.

SUPPORT STAFF ORIENTATION

All employees should acquaint themselves with District personnel policies, terms of employment, general disciplinary rules and procedures, employee activities and services, benefit plans, and self-improvement opportunities.

SUPPORT STAFF POSITIONS

Support Staff positions are created only with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the School District's goals and objectives.

Before any new position is established, the Chief Educational Officer will present for the Board's review, a Job Description for the position that specifies the jobholder's qualifications and the job's performance responsibilities.

Employment Categories

DEFINITIONS

Full-time

An employee who is employed to work every workday and works 6-8 hours per day

Part-time

An employee who works every scheduled school working day and is employed to work less than 6 hours per day

Temporary

An employee who is hired as an extra employee, temporary employee or a replacement for a position to assist in an assignment

Substitute

An employee who is hired to substitute in a specific job during the absence of an employee

SUPPORT STAFF REDUCTION IN FORCE

The number and type of Classified Staff positions required to implement the District's Educational Program will be determined annually by the Board after recommendation(s) from the Chief Educational Officer. In the event the Board decides to release Classified Staff members, the following guidelines will be in effect:

- ☐ Normal attrition due to terminations will be relied upon as the first means of reducing the staff.
- ☐ If attrition does not accomplish the required reduction in staff, the Chief Educational Officer shall submit to the Board recommendations for the termination of specific staff members. The criteria used in formulating these recommendations shall include, but shall not be limited to:
 - Qualifications of staff members to accomplish the District's Program.
 - Overall experience, training, and ability.
 - Past contributions to the program of the District.
 - All other factors being equal, length of service in the District.

Criteria for selection of staff members to be released will be applied separately to employees within specialty categories. Personnel to be laid off for the ensuing school year shall be notified of such layoff as soon as practical.

SUPPORT STAFF VACATIONS

Regular twelve (12) month full-time classified employees will earn paid vacation time in accordance with the following schedule:

Years of Service	Vacation	# of Days/Month
1 inclusive	12 days	1 day earned
1 or more	15 days	1-1/4 days earned

Annual vacation must be scheduled with primary consideration for the welfare of the students, other employees, and the District. Vacations shall be taken as approved by the Chief Educational Officer.

TIME SHEETS

All classified employees must complete weekly time sheets. Employees are expected to sign in and out (actual times) on a daily basis. This includes lunch periods. At the end of the work week, time sheets should be turned in to the Supervisor for verification of hours worked. If time sheets are not turned in as indicated, the employee may be left off the payroll.

VOLUNTEERS

Volunteer services may be provided by all person(s) without any express or implied Compensation Agreement might work for their own advantage on the premises of another. For example, parents may assist in a school library, classroom or cafeteria as a public duty to maintain effective services for their children. Similarly, individuals may volunteer to perform such tasks as working with handicapped children, soliciting contributions, or participating in benefit programs.

Attachment 22

Union Elementary School District 2007-2008 Adopted Certified Salary Schedule and
Support Staff Wage Schedule

Union Elementary School District #62
2007-2008 Adopted
Certified Salary Schedule

	BA+0	BA+15	BA+30	BA+45/ MA	BA+60/ MA+15	MA+30	MA+45	MA+60/ PhD
1	32,500	33,550	34,650	35,800	37,000	38,250	39,550	40,900
2	33,025	34,100	35,225	36,400	37,625	38,900	40,225	41,600
3	33,550	34,650	35,800	37,000	38,250	39,550	40,900	42,300
4	34,075	35,200	36,375	37,600	38,875	40,200	41,575	43,000
5	34,600	35,750	36,950	38,200	39,500	40,850	42,250	43,700
6	35,125	36,300	37,525	38,800	40,125	41,500	42,925	44,400
7	35,650	36,850	38,100	39,400	40,750	42,150	43,600	45,100
8	36,175	37,400	38,675	40,000	41,375	42,800	44,275	45,800
9		37,950	39,250	40,600	42,000	43,450	44,950	46,500
10		38,500	39,825	41,200	42,625	44,100	45,625	47,200
11		39,050	40,400	41,800	43,250	44,750	46,300	47,900
12			40,975	42,400	43,875	45,400	46,975	48,600
13			41,550	43,000	44,500	46,050	47,650	49,300
14			42,125	43,600	45,125	46,700	48,325	50,000
15				44,200	45,750	47,350	49,000	50,700
16				44,800	46,375	48,000	49,675	51,400
17				45,400	47,000	48,650	50,350	52,100
18					47,625	49,300	51,025	52,800
19					48,250	49,950	51,700	53,500
20					48,875	50,600	52,375	54,200
21						51,250	53,050	54,900
22						51,900	53,725	55,600
23						52,550	54,400	56,300
24							55,075	57,000
25							55,750	57,700
26							56,425	58,400
27								59,100
28								59,800
29								60,500
30								61,200

This salary schedule is set to be reviewed and adjusted as needed in Spring of 2008.

A certified teacher is defined as a person possessing and maintaining a valid Arizona Department of Education teaching certificate and a valid Arizona Department of Public Safety fingerprint clearance card.

Adopted February 16, 2006

Staff members certified in special education may be offered up to ten (10) additional contract days at their regular daily rate.

Staff members assigned as Mentor Teachers may be offered up to ten (10) additional contract days at their regular daily rate.

Staff members assigned as Master Teachers may be offered up to twenty (20) additional contract days at their regular daily rate.

Staff members assigned as Teachers on Assignment (TOA) may be offered up to forty (40) additional contract days at their regular daily rate.

The Board shall require there to be a pro rata reduction of the total amount of compensation due under this contract, should the Arizona Legislature not fund either fully or partially, or otherwise limit, reduce, delay payment, or require repayment of amounts appropriated for budget categories used for salaries.

Should there exist a discrepancy between the salary amount contained in this contract and the District salary schedule, the compensation provided in the salary schedule shall govern.

Should Teacher believe there is a mistake in Teacher's Placement on the salary schedule, Teacher shall have 15 working days to notify District of the mistake by written correspondence.

Horizontal placement will be guided by total number of credit hours (per transcripts) or degrees earned (per diplomas) which are in educational courses specific to Teacher's job assignment and approved by the District. Transcripts need to be submitted by April 30th for mobility on the salary schedule, credits earned after April 30th must be submitted by August 15th.

Adopted February 16, 2006

Union Elementary School District #62 Support Staff Wage Schedule

Adopted June 19, 2007

	C1	C2	C3	C4	C5	C6
L1	8.00	10.00	12.00	14.00	16.00	Negotiated with appropriate agencies as needed
L2	8.15	10.20	12.25	14.30	16.35	
L3	8.30	10.40	12.50	14.60	16.70	
L4	8.45	10.60	12.75	14.90	17.05	
L5	8.60	10.80	13.00	15.20	17.40	
L6	8.75	11.00	13.25	15.50	17.75	
L7	8.90	11.20	13.50	15.80	18.10	
L8	9.05	11.40	13.75	16.10	18.45	
L9	9.20	11.60	14.00	16.40	18.80	
L10	9.35	11.80	14.25	16.70	19.15	
L11	9.50	12.00	14.50	17.00	19.50	
L12	9.65	12.20	14.75	17.30	19.85	
L13	9.80	12.40	15.00	17.60	20.20	
L14	9.95	12.60	15.25	17.90	20.55	
L15	10.10	12.80	15.50	18.20	20.90	
L16	10.25	13.00	15.75	18.50	21.25	
L17	10.40	13.20	16.00	18.80	21.60	
L18	10.55	13.40	16.25	19.10	21.95	
L19	10.70	13.60	16.50	19.40	22.30	
L20	10.85	13.80	16.75	19.70	22.65	

CLASS 1

Cafeteria Worker
Crossing Guard

CLASS 2

Cafeteria Cook
Classroom Aide
Receptionist
Groundskeeper
Custodian
Day Porter
Distribution Center
Lunch Monitor

CLASS 3

Attendance Clerk
Health Office Aide
Specialized Aide
Health Office (MA)
Sped Secretary
Operations Secretary
Bus Driver
Substitute Nurse
Social Welfare Coordinator

CLASS 4

Accounts Payable Clerk
Payroll Clerk
Office Manager
Mechanic
Grounds Supervisor
Health Office (LPN)
Custodial Supervisor
Student Information Specialist
Cafeteria Manager
Facility Manager

CLASS 5 (Typically FLSA Exempt)

Food Service Director
Health Office (RN)
Network Administrator/Scripter
Transportation Director
Superintendent's Secretary

CLASS 6

School Resource Officer
Hearing Officer

Employees are eligible for one level promotion upon renewal of the contract each year.

An employee wishing to advance further shall engage in an improvement plan. If successful, the employee will be eligible for two levels at the time of contract renewal for the next year.

Promotions that result in a class change will receive a 5% increase rounded to the nearest level in the next column, or placement on L1 of that next column, whichever is greater.

At no time will a wage agreement be changed without a change of position or addition of duties.

This schedule shall be reviewed each May.

Both promotion and contract renewal will be based upon job performance/evaluation at the recommendation of the employee's supervisor.